



Brady-Wise Mini Grant Program Guidelines and Application Form

Overview & Purpose

Columbia College Foundation mini grants are made to Columbia College departments, faculty, staff, students, and community members, whose proposed projects support the Foundation’s mission: *“Our mission is to promote student success by providing community resources that support and expand educational opportunities for Columbia College’s students.”*

Examples of activities that meet the Foundation’s mission include, but are not limited to:

- Instructional or extracurricular equipment, technology, or supplies.
- Student/staff travel to a conference, training or extracurricular activity.
(Student needs and activities will be given priority over staff development requests.)
- Special events that enrich campus life, such as guest speakers.
- Publication of student or faculty work.

Examples of ineligible requests include, but are not limited to:

- Items or activities that provide primarily personal rather than professional or academic, benefit.
- Individual scholarships (the Foundation and Scholarships Office have other mechanisms for providing student scholarships; please check the website for more information).
- Activities or items that are not directly related to Columbia College students, faculty, staff, or potential/future students, such as a dinner/dance benefit for a church group.
- Projects that do not have support from deans or managers.

The minimum grant request is \$100. While there is no maximum grant request, the Foundation anticipates making 15 to 20 awards in the range of \$200 to \$2,000. Applicants should consider requests as one-time funding; longer-term or larger requests should go through the College’s integrated planning process.

Selection Process

Proposals will be reviewed and selected by a committee of the CCF Board of Directors (voting members only). The Mini-Grant Committee will not include any College or District retiree. The Director of Development may request additional information from an applicant if needed by the committee to complete its review.

Timelines

There will be two annual cycles of mini-grant awards, as outlined below.

	2018 Fall Cycle	2019 Spring Cycle
Application due date	October 9	March 12
Notification of Award	November 30	April 19
Funds available	January 1 – Dec 31	July 1 – June 30

Funds must be spent within 12 months of award. For extenuating circumstances, requests for extensions must be submitted in writing to the Foundation office and will be considered on a case-by-case basis by the mini grant committee.

Successful applicants will be asked to provide a short written summary of the benefits/outcomes of receiving the funding after their project or idea is complete. Photographs may be arranged and stories may be featured on the Foundation's website and/or other materials.



Brady-Wise Mini-Grant Application Form

Project Name:

Applicant Name:

Primary Contact Email and Telephone Number:

Amount requested: \$

(Minimum request: \$100. Attach price information for purchases, including shipping, tax and installation costs)

1. Please describe your idea, program, event or project. Describe how the Foundation's funding will be used, who will benefit (include number of students if appropriate) and expected results/outcomes. (400 words):

2. How does your request support the Foundation's mission? Your project **must** meet this criteria in order to be eligible for funding (200 words):

3. Have you researched/considered other funding sources for your request? Please explain (150 words):

4. If your project entails ongoing costs, how do you plan to sustain it? (100 words)

5. If your project is connected to a campus program review priority, please provide a brief explanation. Please note this is for informational purposes only, and is not a requirement for funding (100 words):

6. If your project impacts other departments (such as facilities, technology, or security), have you consulted with them? Please explain (100 words):

Primary Contact Person (Signature required)

Dean or Department Manager (Signature required)

- I reviewed and support this proposal.
- It aligns with program review goals.
- Other funding is not available at this time.
- I do not support this proposal at this time.

Please submit this application to Amy Nilson, Director of Development via email (nilsona@yosemite.edu) or mail to 11600 Columbia College Drive, Sonora, CA 95370 (on campus departments may use the Foundation's IMC mailbox). Applicable deadlines are noted in the Grant Guidelines.

For use by Foundation Office/Grants Committee Only:

Date received: _____
Date reviewed by Mini Grant Committee: _____
Ranking by Dean/VP: _____