Brady-Wise Mini Grant Program
Guidelines and Application Form

Overview & Purpose

Columbia College Foundation (CCF) 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**." Generally, mini grants are intended for one-time, special projects or for seed funding, not for regular, recurring expenses.

Examples of activities that meet the Foundation's mission include, but are not limited to:
- Instructional or extracurricular equipment, technology, or supplies.
- Student travel to a conference, training or extracurricular activity.
  (Expenses for staff conferences and training may be considered on a limited basis, when the opportunity is for new or one-time opportunities to serve students.)
- 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.
- Food as a standalone request will not be a funding priority.
- It is not the purpose of Foundation mini grants to supplant department budgets. Recurring requests will be considered but may not be funded.

The minimum grant request is $100. There is no maximum grant request, the Foundation anticipates making 15 to 20 awards in the range of $500 to $5,000. 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.

The 2023-2024 academic year application is now open.

Please e-mail completed and signed applications to **CCFoundation@yosemite.edu**

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.

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
Academic Year 2023-2024

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.

| **For use by Foundation Office/Grants Committee Only:** |
| Date received: _____ |
| Date reviewed by Mini Grant Committee: _____ |
| Ranking by Dean/VP: _____ |