Mt. San Jacinto College Foundation

Mini Grants

The Mt. San Jacinto College Foundation exists for the purpose of providing support to the faculty, staff and students of MSJC. In addition to student scholarships, the Foundation's Mini Grants are one way the Foundation provides support for small projects that may not be eligible for funding from traditional resources. The Maximum amount for each application is $1000.00.

Who is eligible to apply for a Foundation Mini Grant?
Any student organization, staff member, faculty member or administrator of MSJC may apply for a Mini Grant.

Note: A Department, Individual and/or Group may only make 2 requests per term.

What kinds of Projects will be considered for Funding?
- Fees for Speakers
- Equipment and Software Related to the Classroom
- On Campus Staff Development and Recognition
- Promotional Banners and Signage for College-Authorized Events and/or groups
- Materials for Special College Programs, Field Trips and Events
- Education/Professional Development for students

What kinds of Projects will <u>not</u> be considered for Funding?
- Individual Professional Development for faculty, staff and/or administrators
- Requests for an ABC Liquor License
- Catering for small groups, individual departments or non-district/public events

Deadlines?
If you are requesting funding for an activity to take place in the Fall term, the Application deadline is October 31st and if you are requesting funding for the Spring term, the Application deadline is March 30th of any given year.

What are the Submission Guidelines?
Foundation Mini Grants will be considered and awarded throughout the year until funds have been exhausted. Incomplete applications will be returned without review. Only one application will be accepted for a project each term. If a project extends beyond a single term, an application for each term may be needed.

Application Format and Required Information:
Provide a brief, clear statement covering all of the categories below. Any Mini Grant received with incomplete information will be returned. The elements you must include:

1. **Project Title**
What is the title or scope of your project?

2. Project Description

This section is where you communicate your idea and/or project. Describe how the request will be consistent with the Mission and goals of the college. Include the date and location the event and/or activity will take place.

If requesting funds for a speaker, information regarding the individual and topic must be included.

3. Project Justification

In this section describe why you think this project should be supported by the Foundation and how the project will enhance and/or improve the educational experience of students and/or the institution. If applicable, include references to your program review or the district's Master Plan. Explain why funding is being requested from the Foundation.

4. Project Schedule

The Project Schedule is used to determine if adequate time has been given for the funding request and to determine Foundation funding. Preference will be given to applications that are submitted the term prior to when the event or activity will take place or with adequate time to allow review.

Requests for funding less than 30 days prior to any event and/or activity will be denied.

5. Budget Detail

Indicate the appropriate budget categories and then fill in the amount you are requesting for that category. Categories you may want to use are: personnel, equipment, supplies, contract services, print services or other. **You must include quotes and/or invoices for all expenditures.**

Funding requests will be considered between $250 and $1000. Upon review, the Foundation may choose to only fund portions of the funding request.

6. Future Planning

Do you plan to continue this event and/or activity in the future? What are your plans for future funding and sustainability?

Note: The Foundation will not be the sole support for events and/or activities indefinitely. Future funding must include funding from other sources: IE: fundraising, payroll deductions and/or donations.

7. Recognition

In this section explain how the Foundation will be recognized for their support. Example: Event Program, Signage and/or Announcement.

8. Project Manager

The project manager can be any student, staff or faculty member of Mt. San Jacinto College during the award period that will be responsible for the project.

9. Authorizations

Each application will require an approval from the appropriate Dean before the application will be reviewed. Electronic approval will be accepted.

Project Completion

Once the approved project has been completed the Foundation would request that a one page synopsis of the projects outcomes, photos and/or copies of the program be provided for their review and information.

Failure to provide this information will

Questions?

Please direct any questions concerning the MSJC Foundation Mini Grant Guidelines and application format to the Foundation office at msjcfoundation@msjc.edu or (951) 405-1377.