



COLLEGE DEVELOPMENT MINI-GRANT CRITERIA

The College Development Mini-Grant Fund was established to assist Grossmont College campus entities with small requests that may not receive funds from the general district budget. The fund was established from Foundation general funds and direct donor contributions to the Mini-Grant Fund. Contributions are also accepted through the Faculty and Staff giving Program.

Grants will be awarded for items or endeavors that directly support the faculty/staff and students for the betterment of Grossmont College.

College Development Mini-Grant requests of \$500 or less will be considered throughout the year and awarded until funds are no longer available. Requests will be considered according to the following criteria.

ITEMS THAT MAY BE CONSIDERED

- ★ Staff development and recognition
- ★ Travel for professional development
- ★ Honoraria for expert speakers
- ★ Minor equipment and/or educational software
- ★ Support for course field trips
- ★ Outreach to East County high schools
- ★ Promotional banners and signage
- ★ Printing for department or program needs
- ★ Books for college program to benefit students
- ★ Event costs for student related programs

ITEMS THAT MAY NOT BE CONSIDERED

- ★ Food for department parties
- ★ Food and flowers for campus activities over \$100
- ★ Scholarships for students
- ★ Expenses that are available through a college budget
- ★ Alcoholic beverages
- ★ Sponsorships of other non-profit organizations
- ★ Requests for programs that do not benefit the faculty/staff or students at Grossmont College
- ★ Multi-year pledge requests
- ★ Funding for religious or political purposes
- ★ Items for personal use

Please use the Grossmont College Foundation Grant Application form to request a Mini-Grant. For information or to receive the grant form, please contact the Foundation Office.

619-644-7109 ♦ Grossmont.foundation@gcccd.net ♦ www.grossmontcollegefoundation.org

GROSSMONT
COLLEGE



FOUNDATION

GRANT APPLICATION PROCESS & FORM

Please use this form to apply for Foundation dedicated budget funds and College Development Mini-Grants. The College Development Mini-Grant Fund was established to assist Grossmont College campus entities with small requests that may not receive funds from the general district budget. The fund was established from Foundation general funds and direct donor contributions to the Mini-Grant Fund.

Dedicated budget fund requests may be submitted anytime but may only be considered for the following fiscal year. College Development Mini-Grant requests of \$500 or less will be considered throughout the year and awarded until funds are no longer available. Please follow the process described below.

1. Fill out the form below, completely answering all questions.
2. Acquire the appropriate signatures and approval as indicated
3. Requests must be submitted to President's Office by the end of each month to be considered at the next months Foundation Board of Directors meeting.
4. Notification will be given the second Friday of each month for requests submitted the prior month.

For more information contact the Grossmont College Foundation Office at 619-644-7109

Please check one:

College Development Mini-Grant Fund

Dedicated Budget Funds

Name: _____ Date: _____

Department: _____ Phone Extension: _____

Amount Requested: \$ _____ Date needed by: _____

Purpose of requested funds: _____

Description of need for funds: _____

Dean/VP Approval Date

President's Approval Date

For Foundation use only:
Foundation Approval: _____
Amount Funded: _____ **Date Paid:** _____