Merced College Foundation
Funding Requests/Mini Grant

Introduction
The Merced College Foundation is committed to enhancing the quality of educational programs and services throughout the Merced Community College District. The Foundation seeks to assist faculty, staff, and administrators in their pursuit of excellence.
The Foundation's Funding Requests/Mini Grant Program was created to offer awards that will directly benefit college programs, departments, and divisions. Projects can be directed toward college/community collaborations. Projects may be submitted by individuals or groups.
Examples of fundable projects include professional development opportunities, travel, and unique classroom supplies and equipment that have no funding source. Successful grant projects that the Foundation has funded in the past include microscopes for science labs at the Los Banos Campus, a satellite dish for foreign language instruction, reference books for the Anthropology/Archaeology Lab, a ceramics kiln for the Arts Division, the development an on-line library orientation, welding jackets, college literary magazine, grants research software, and an International Film Festival.

Selection Process
The Funding Request/Mini-Grant Review Committee will review proposals and notification will be given no later than 30 days after the final submission date.   The Review Committee includes representatives from the Foundation Board of Directors. Funding requests are approved by the Foundation Board of Directors and the Merced College President.

Things to Consider Before Applying
    o How will your project benefit your program, department, or division?
    o How will your project enhance the teaching and the learning environment?
    o What is your proposed timeline for project completion?
    o How much are you requesting to complete your project?

 The following procedures must be used when requesting funds from the Foundation.

1. Any employee of the Merced Community College District may request funds from the Merced College Foundation.

2. The funding request must be submitted on the Foundation's Funding Request/Mini Grant Form. Signatures must be obtained from the requestor and the appropriate Dean or Vice President.

3. Upon completion of the funding project, the requestor must submit a report to the Foundation within 30 days. The report should include a detailed assessment of the impact of the funding on the project.

4. The request must include a detailed accounting of the expenditure of the funds.

5. The Foundation Grant Review Committee will review all requests and forward the request to cabinet for final approval. Notification of awards will be sent within 30 days.

6. After completion of the project, any remaining funds must be returned to the Foundation.

Please note that all projects (ie. equipment, supplies, materials) become the property of the Merced Community College District and must be properly inventoried as needed.
Contact Jill Cunningham in the Foundation office at Ext. 6470 or by email at jill.cunningham@mccd.edu

Funding Request Form

NAME:_____

TITLE: _____

DEPARTMENT OR DIVISION: _____

PROJECT TITLE: _____

AMOUNT REQUESTED: _____

BUDGET: *Provide an itemized budget for the project (you may attach a separate budget worksheet). Include other sources of funding, if appropriate.*

ITEM   COST

_____   _____

_____   _____

_____   _____

_____   _____

_____   _____

TOTAL COST

_____

PROJECT NARRATIVE (use additional paper if necessary) _____

_____

_____

_____

_____

SIGNATURES

_____   _____
Requestor   Dean/Vice President

_____   _____
Foundation Board Approval   Date

Return this form to the Merced College Foundation, Stop #3