

## 50/50 Faculty/Staff Mini-Grant Guidelines

The BCC Foundation invites your application for a Faculty/Staff Mini-Grant. Please submit your application according to the format on the application form and in accordance with the following guidelines.

**Applications will be accepted during the fiscal year and must be expended during that fiscal year. Funds cannot be carried over to the next fiscal year. Applications are to be submitted online via email to [sguyton@bladencc.edu](mailto:sguyton@bladencc.edu). Mailed, Faxed, or hand-delivered applications **will not** be accepted.**

### **Eligible Activities**

The committee is particularly interested in projects which are creative, innovative, and beneficial to students and/or for staff job-related enrichment.

Applications for attendance at workshops and conferences will be considered as long as they can be shown to meet the above guideline.

Grant funds must be expended before June 30<sup>th</sup> of the application fiscal year.

### **Ineligible Activities**

Grant monies may not be used for temporary employment, including stipends.

### **Application Review Process**

Applications will be compiled by the BCC Foundation Staff before review by the Mini-Grant Committee. You may be contacted for clarification, if needed, prior to review by the Mini-Grant Committee.

Applications will be reviewed and selected by the Mini-Grants Committee, consisting of a faculty member, a staff member, and the foundation director.

Mini-Grant Awardees may be invited to present their project at future faculty and staff Assemblies and BCCF board meetings.

### **Requirements**

- Attend grant award presentation (date and time to be determined)
- Follow the grant funding, check processing, and reimbursement process set by the Foundation
- Provide grant award report and update for Foundation Board to include information on project, i.e, who was served, how many were served, outcomes achieved, and any future project plans. Photographs are helpful
- Possible presentation to BCC Foundation BOD and/or the foundation Executive Committee.

**BCC FOUNDATION 50/50 MINI-GRANT APPLICATION**

The BCC Foundation may award up to \$1,000 total in mini-grant funding during any fiscal year, with a **maximum of \$500 per award**. Funded projects are to be creative, innovative, and beneficial to students and/or for staff job-related enrichment.

**Applications are due three months prior to use and as stated, submitted online via email to [sguyton@bladencc.edu](mailto:sguyton@bladencc.edu).**

Award recipients will be notified by email of their award within 30 days of submission.

Applicant Name: \_\_\_\_\_ Department & Campus Address: \_\_\_\_\_

Position: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor/Director/Dean has reviewed and approved the proposed project. **(Required)**

Supervisor/Director/Dean Title: \_\_\_\_\_ Date: \_\_\_\_\_

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Name of Project: \_\_\_\_\_

Is this a new project  Yes  No (date it was last conducted) \_\_\_\_\_

Amount Requested: \_\_\_\_\_

**I. Project Summary** (a brief description of the project; two or three sentences in the allotted space below):

**II. Project Narrative:**

A. Need for project (statement of student need that will be addressed/statement of staff enrichment that will be addressed)

B. Goal and Objectives (Quantify and describe what you propose to accomplish through this project.)

**II. Project Narrative (continued):**

C. Implementation plan and timeline (Include information on how the project will be conducted and what staff, faculty or community partners will be involved. Identify project lead, staff and faculty involved and their roles.)

**Answer the following questions in the box below:**

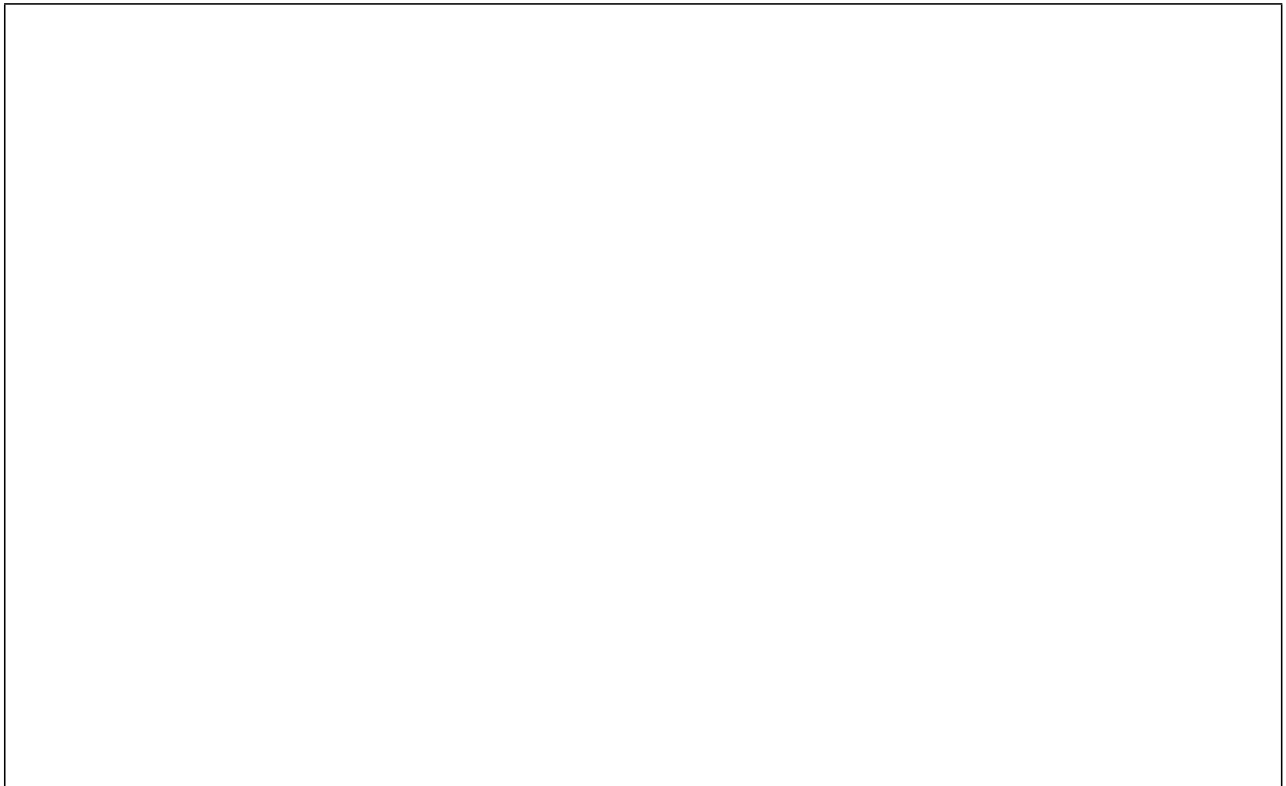
1. What student population will be served?
2. Who are the specific people implementing and what are their roles and positions?
3. Who is the project lead?
4. How will this help teach and retain students?

**II. Project Narrative (continued):**

D. Evaluation (How will you measure the project's success?)



E. Sustainability and Future Project Plans



**III. Budget:** List all anticipated income and expensed and lists other funding sources.

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