

TMCC FOUNDATION FACULTY AND STAFF GRANTS 2011-2012

Guidelines

Faculty and staff grants from the TMCC Foundation are made possible through the generosity of employee donors to the TMCC payroll deduction contribution fund and the parking meters on the Dandini Campus. This set of guidelines and grant application is also accessible via the Foundation Web site, www.tmcc.edu/foundation/.

Application Deadlines

Monday, Oct. 10—Grant applications are due to your director or dean by 5 p.m.

Wednesday, Oct. 12—Director or dean approved grant applications must be forwarded to the vice president's office by 5 p.m.

Friday, Oct. 14—Vice president approved applications must be forwarded to the TMCC Foundation by 5 p.m.

Please note: Late applications are not accepted. Awards are made at the November TMCC Foundation Board meeting. Applicants will be notified in December of the status of their application.

Eligibility

Applications may be submitted by TMCC organized student groups, and individual faculty, classified employees and administrators.

Procedures

1. Complete the attached application and submit it to your director or dean for authorization by 5 p.m. on Monday, Oct. 10.
2. Deans submit approved applications to the vice president's office for authorization by 5 p.m. on Wednesday, Oct. 12.
3. Vice presidents submit approved applications to the TMCC Foundation by 5 p.m. on Friday, Oct. 14.

Please note: Applications must be typed and complete. Incomplete applications will not be considered. Grant applicants should retain a copy of their Faculty and Staff Grant Request for their records.

Required

1. Grants must answer the question: **Which performance benchmarks will this project address? How will you measure the success of this project?** Grants not answering this question will not be considered.
2. Outcomes of awarded grants must be submitted to the TMCC Foundation by Friday, June 8, 2012. If grant awardees fail to submit a report, they will not be eligible for future funding.

Preferred Projects

Preference will be given to one-shot projects that are directly connected to the strategic initiatives of the college, as well as equipment requests that directly affect a large number of persons, particularly students. Need, measurable outcomes and likelihood of success are important factors.

Funding Parameters

Generally, grant awards range from \$300 to \$7,500. Applications requesting grant amounts in excess of \$7,500 must be accompanied by proof of matching funds. A progress report of expended approved funds must be submitted to the Foundation office by Friday, Feb. 10, 2012. All expenditure documentation for awarded grants must be submitted to the Foundation office by Friday, May 11, 2012. All funding must be disbursed by Friday, May 25, 2012. Any funds not disbursed by May 25, 2012 will be returned to the Faculty and Staff Grant Fund.

Areas Not Funded

Board policy prohibits funding for faculty compensation, political/lobbying activities, travel and religious-related activities.

For further information, call 775-674-7648

TMCC FOUNDATION FACULTY AND STAFF GRANTS APPLICATION 2011-2012

Instructions: Applications must be typed or printed and all questions answered. If you require additional space, please attach a separate sheet. Applications are due to your director or dean by 5 p.m. on Monday, Oct. 10, 2011.

Full Name:			
Title:			
Department:		Office Telephone:	- -
Amount Requested:		Mailstop:	
Description of Project or Equipment: <i>Please itemize project budget and equipment costs.</i>			
Who will this grant benefit?			
What is the desired outcome/result?			
Which performance benchmarks will this project address? How will you measure the success of this project?			
Signature of Application _____		Date ____/____/____	
Endorsement of Administrators <i>Why do you support this request in comparison with other requests from your division? What is the impact if this request is not funded?</i>			
Signature of Director or Dean _____		Date ____/____/____	
Signature of Vice President _____		Date ____/____/____	