



Foundation Mini Grant Guidelines

WHAT ARE FOUNDATION GRANTS

The Los Angeles City College Foundation's mission is to seek and secure financial support, resources, and partnerships to enhance continuous learning, education, and career opportunities for the students and local communities served by LA City College. The Foundation raises community support of student scholarships, program and facility enhancements. The Foundation is a 501(c)(3) non-profit organization, comprised of dedicated community leaders who volunteer their time. This mini grant program is in addition to other money that the Foundation distributes to the college each year through a variety of programs.

WHO IS ELIGIBLE TO APPLY FOR A FOUNDATION GRANT

Any staff or faculty member may apply. **ONLY 1 GRANT PER ACADEMIC YEAR PER SCHOOL OR PROGRAM AREA.** Please speak with your dean or director in advance of submitting your application - funds should be spent in the semester for which they are granted. Funds cannot be used to pay faculty or staff salaries. This program is a partnership with the LACC President and VP for Academic Affairs.

WHAT TYPE OF GRANT IS FUNDED?

Every grant application that meets the criteria below is considered. There are limited resources to assist faculty with research presentation travel.

WHAT ARE REQUIRED CRITERIA?

- The project will make a significant impact on the college or the community it serves (within the cities served by LACC).
- The project engages LACC students on campus or in the community served by LA City College.
- The project is consistent with the college's Educational Master Plan.
- Other funding sources are not available, or if other funding has been awarded, a gap still remains to be filled.
- A budget should be submitted with the application, identifying funded portions of the project.
- You or your department does not have other funds with the Foundation for the amount or in excess of the amount being request.

AMOUNT AND TERMS OF THE AWARD

The grants awarded will be between \$150 and \$1,000. The total amount of dollars awarded is tied to our fundraising success and the number of other qualified applicants. Grants are not awarded to departmental account, each awardee will work directly with the Foundation team.

APPLICATION PROCESS

- All mini grant applications to be submitted by 6th week of the semester for requested use of funds.
- The Foundation Grant Review Committee will meet within two to three weeks of the deadline to determine mini grant awardees.
- All successful applicants for the Fall mini grant period will be notified by early October.

Questions can be directed to the Foundation Executive Director, Dr. Lisa Nashua at extension 1492 or nashualc@lacitycollege.edu.

Form MUST be typed

Date: _____

Name Program: _____

Please check which category best describes your project:

Arts & Culture ☐ Science & Technology ☐ Athletics & Fitness ☐ Other ☐ _____
Career & Training ☐ Humanities/Social Sciences ☐ Community Engagement ☐

Applicants Name: _____ ☐ Research presentation assistance request

Title/Position: _____ Department: _____

E-mail: _____ Phone: _____

Amount requested: \$ _____ Do you have a Foundation Account? Yes ☐

- What do you propose to do? _____

Other Sources of Funding (\$ amount and entity/area) _____

Specific budget details. If the project includes an outside vendor, please include a bid/quote.

Printing Cost \$ _____ Supplies/materials Cost \$ _____ Beverages \$ _____

Food \$ _____ Labor Cost \$ _____ Other \$ _____ (specify) _____

Timeline/date of the project/event? _____

How will the Foundation be recognized? _____

Your signature indicates approval of this request to the LA City College Foundation and compliance with the Foundation regulations and requirements.

If funds are granted, any changes to the project must be requested in writing.

You cannot approve your own application- a supervisor must approve to submit to LACCF

Applicant's signature

Date

Dean/Program Chair/Director or Vice President signature

Date

Print Name of Dean/Program Chair/Director or Vice President

Request Review committee comments and/or recommendations: _____

This request was denied/approved on _____ The amount awarded is \$ _____

Please complete this form digitally, print, sign and submit to the Foundation Office, attention Lisa Nashua, Ph.D.