SANTA ROSA JUNIOR COLLEGE

Foundation

Established 1969

Foundation Grants Program

2015-2016 Grant Information & Guidelines

Philosophy

The SRJC Foundation wishes to support excellence in education at Santa Rosa Junior College by providing funding for educational needs that are relevant, effective, and provide the most impact for student success.

Eligibility

Any Santa Rosa Junior College department, program or campus group may apply for a grant. Funding requests must benefit students and/or the College.

Grant Criteria

- Requests for funding must be student focused and benefit SRJC students and/or College departments, programs and activities that exist for the benefit of students.

- Requests may include an existing need or a new initiative. If new initiatives are ongoing, an explanation of sustainability is required. Grant renewals will not be considered.

- The activity may involve partnerships or cooperation with other segments of the College community.

- Requests for improvements, repairs or upgrades to District facilities will not be considered.

- Salaries, stipends and other personnel related expenses will not be covered.

- Multi-year grants will not be awarded.

- Travel costs will not be covered.

- Declined grants may be resubmitted one (1) time only.

Available Funding

For **2015-2016** year the Foundation will provide a total of **$80,000** in funding support.
Grants will be awarded based on merit and potential impact on student success. The Foundation Grants Program committee reserves the right to fund grants within a specific dollar range. Grants are available for one year and are not renewable.

Timeline for Review

The Foundation Grants Program committee meets annually to review and determine awards.
Grants must be used within 12 months of the award.

Application Deadline: Wednesday, **October 28, 2015**

Note: Late or incomplete applications will not be considered for review.

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How to Apply:

1) Complete the Grant Request form.

2) Provide supporting information as requested on the Grant Request form.

2) Complete the Grant Request Proposed Budget form.

3) Obtain the signature of a department chair or administrator who supports the request and is willing to oversee the distribution of funds.

4) Submit one (1) copy to: SRJC Foundation, Attention: Carolyn Cole-Schweizer. Keep a copy of the request for your records.

Report to the Foundation

Grant recipients are requested to submit a brief report (including final budget) to the SRJC Foundation Grants Program committee outlining the impact of the grant. This information will be shared with the SRJC Foundation Board of Directors and College leadership.

Foundation Contact Information:

Questions regarding the grant application process:

Carolyn Cole-Schweizer
707.524.1566
ccoleschweizer@santarosa.edu

Questions regarding grant focus areas and awards:

Kate McClintock
707.527.4797
kmcclintock@santarosa.edu

Questions regarding allocation of funds:

Karen Brooks
707.524.1628
kbrooks@santarosa.edu

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2015 – 2016 Grant Request Form

Grant Request Description:

Request Amount $

Requested By: _____ **Dept/Area** _____

Please print name

Phone Number: _____ **E-mail** _____

Please answer the following in your grant request (limit to two typed pages):

- How will the grant benefit SRJC students?
- How will the grant assist your department, program or activity in your area?
- What is the timeframe for the request?
- What other sources of funding do you receive for this need?
- Are any other College groups, partnerships, or cooperative efforts involved in this request?
  If so, please describe.
- How will you publicly acknowledge the Foundation for the grant?

I/we are willing to accept responsibility for allocated funds described in the budget.

| **Applicant** | *Please print name and sign* | **Date** |

I am willing to offer administrative support and administer funds for this project.

| **Department Chair/Administrator:** | *Please print name and sign* | **Date** |

I verify that I have read this grant request and support the application

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__Grant Request Proposed Budget__

NOTE: The Foundation is responsible only for the __awarding__ of grant monies. The applicant is responsible for managing all expenses related to the request.

Please provide a detailed budget to substantiate the grant request. The Foundation *strongly* encourages the applicant(s) to research costs before submitting the request. Indicate which portion of the budget will be covered by the grant (all or a portion). Expenditures beyond the Foundation Grants Program award must be provided for through other resources.

Expenses: Amount:

$

$

$

$

$

$

$

$

PROPOSED BUDGET TOTAL: $

Foundation Grants Program REQUEST AMOUNT $

List any additional sources of funding, such as department budgets, program funds or offsets due to College partnerships.