MINI GRANT PROGRAM - PROPOSAL GUIDELINES

The College of the Canyons Foundation wishes to support the full-time faculty by providing $1000 mini grants to help fund important projects. Funds for this program are raised through the Chancellor’s Circle membership. Chancellor’s Circle is the premiere support group for College of the Canyons.

Weight will be given to projects that specifically address opportunities to introduce innovative instructional delivery methods to benefit student learning outcomes. The program is intended to augment existing funds, not replace them.

- **Key requirements for projects:**
  - The project supports the college’s strategic goals.
  - The project provides outcomes that enhance student success.
  - The project is innovative.
  - The project is cutting edge.

- Please be sure your application explains how your project meets the key requirements.

- All proposals must be delivered to the Foundation’s mailbox or emailed to michele.edmonson@canyons.edu with a subject line reference of “mini grant”. Proposals will be due by 3:00 pm on May 27th 2013.

- Grant winners will be announced at the 2013 Opening Day Celebration.

- Proposals should be: brief (suggested length, not more than 2 pages), concise, and provide adequate information on student success outcomes, project timeline and budget must be included.

- At the conclusion of the 2013-14 academic year faculty recipients will be requested to summarize their projects and report on student outcomes.

- **Travel and salaries will NOT be funded through this program.**

- To be eligible for consideration, proposals must be complete with budgets. Proposals must have the signatures of your division dean and department chair and must be on time.
1. Description of project:

2. Objectives/Student Learning Outcomes:

3. Budget:
   A. Revenue:
      a. COC Foundation $1000
      b. Other X
      c. Total Revenue
   
   B. Expenses
      a. __________
      b. __________
      c. __________
      d. __________
      e. Total expenses

4. Need for project:

5. Steps to implement project:

6. Timetable for project implementation:

PLEASE print Faculty Applicant Name ____________________________________________

__________________________________________ Date _____
Signature, Faculty Applicant

__________________________________________ Date _____
Signature, Department Chair

__________________________________________ Date _____
Signature, Division Dean