



## GRANT COVER LETTER – Innovation Grants

Taft College Faculty and Staff are eligible to apply for grants for the 2025-2026 academic school year for projects generated from their departments. Application and signature requirements must be completed prior to submission. Please email completed applications to the Taft College Foundation at [foundation@taftcollege.edu](mailto:foundation@taftcollege.edu).

**Applications are due by Monday, August 25<sup>th</sup>, 2025, and are awarded on Wednesday, September 10<sup>th</sup>, 2025.**

### **Grant Requirements Checklist:**

- ☐ Completed Cover Letter (with signatures)
- ☐ Completed Project Application
- ☐ Project Budget (attached)

Application Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ Department or Major: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Have you applied for Innovation Grant funding within the last 12 months? \* Yes ☐ No ☐

Was it granted? Yes ☐ No ☐ If so, what amount did you receive: \_\_\_\_\_

*\* An affirmative answer will not necessarily preclude funding at this time.*

### **SIGNATURES (unsigned applications will not be accepted):**

“I have read and thoroughly understand the request and strongly recommend it to the Foundation.”

Area Vice President: \_\_\_\_\_

Executive Director, Taft College Foundation: \_\_\_\_\_

**NOTE:** Individuals from the Foundation Board of Director who will evaluate your application are often non-academic community supporters. When using terms of art or abbreviations that may be common in higher educational (e.g., categorical dollars, VTEA, etc.), be sure to define and explain.



**Project Name:** \_\_\_\_\_

1. **Description of Project:** How will Innovation Grant funds be used? What kind of impact will your project have for students and the campus community? How will students and the campus community benefit?
2. **Statement of Need:** Why are Innovation Grant funds needed? How have you have determined that other funding is not available (please explain in detail).
3. **Amount of Grant Requested:** \$\_\_\_\_\_ **Include a budget for funds requested—please include taxes, shipping, and any other fees as applicable.**  
If the funds requested from the Innovation Grant are part of a larger project budget, list all other potential sources of funding.



**Project Name:** \_\_\_\_\_

4. **Statement of Impact:** How will the Innovation Grant assist or improve an existing program to have a positive impact on the Taft surrounding communities (i.e. local public schools, dual enrollment, senior community).
5. **Statement of Innovation:** What makes this project unique? How does this differ from existing projects? For ongoing projects: what continues to make this project unique? Please share some of the potential outcomes or successes that would support renewed funding.