



Foundation Grant Cover Letter

Taft College Faculty and Staff can apply for funding outside of the Innovation Grant process to help cover student related needs throughout the year. Application and signature requirements must be completed prior to submission. Please email completed applications to the Taft College Foundation at foundation@taftcollege.edu.

Grant Requirements Checklist:

- ☐ Completed Cover Letter (with signatures) (p. 1)
- ☐ Completed Application (pp. 2-3)
 - Feel free to include additional pages or supplemental materials with responses
- ☐ Budget (please attach)

Application Date: _____

Applicant: _____ Department or Major: _____

Organization (if applicable): _____

Email: _____ Phone Number: _____

Have you applied for funding from the Foundation 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."

Applicant: _____

Area Vice President: _____



1. **Funding amount requested:** \$_____

Please attach a budget including all other potential sources of funding. **Be sure to include taxes, shipping, and any other fees as applicable.**

2. **Funding description:** How will Foundation Grant funds be used? What kind of potential impact will your project have for students and the campus community? How will students and the campus community benefit (please specify)?

3. **Statement of Need:** Why are funds via a Foundation Grant needed? What internal or departmental resources have you already explored to determine that other funding is not available (please explain in detail).



4. **Statement of Impact:** How will the Foundation Grant assist with 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 Planning:** Is your request for funding a one-time request or will it require continued financial support? For ongoing requests: how will this project or initiative continue to be sustainable? What are the measurable results that you would be able to report on? Please share some of the potential outcomes or successes that would support renewed funding.