



## Taft College Innovation Grants

### Grant-Making Guidelines

In an effort to foster growth and success in both its students and in the communities, it serves, the Taft College Foundation is awarding grants for the 2018-19 academic year. Grants will be awarded to those staff members who propose ideas which potentially enhance the student learning experience and/or increase community awareness of the TC mission. Awards of \$200.00 to \$2,000.00 are available for a total funding allocation of \$20,000.00. Because your time is valuable, the following guidelines have been established to facilitate navigation of the application process.

#### General Guidelines

1. No other funding is available.
2. The Foundation is the last resort – never the first.
3. Grants are considered “seed money” and are made for one year and one time only. Only on rare occasions will multi-year funding be approved.
4. Grants must be spent during the awarded fiscal year.

#### Eligible Projects

1. Ideas that have direct academic benefit to the students.
2. Innovations that significantly enrich the student experience.
3. Programs that target “at risk” students.
4. Projects that increase community understanding, support, and appreciation for the mission and accomplishments of the College.
5. Activities that potentially generate income for the College.

#### Ineligible Projects

1. Projects for which other district or college funding is available.
2. Non-programmatic items such as catering, food, snacks, beverages or banquet meals. Special consideration for meals for out of town activities may be considered.
3. Any project that is part of your regular duties.
4. Any idea that was denied during the last three grant cycles.
5. Faculty stipends.
6. Personal loans.
7. Ideas from staff members who have received grants in prior years but who have not completed the necessary “white paper” outlining the results of their grant award.

#### Examples of Previous Awards

1. Art Department – Large-screen projector and stand. Prizes for Taft College art exhibits and high school invitational exhibits.
2. Student Services – Prizes/awards given at Celebrate Student Success event.
3. Life Science – Human anatomy model.



### Application Procedure

1. Applicants must use the Foundation grant application.
2. Illegible applications or applications missing information will NOT be considered. (Typewritten applications preferred – use the writeable PDF)
3. Applications must be endorsed by the appropriate Vice-President and Department Chair. Please note that there are two signature lines. Both must be signed, even if the Chair and the VP are the same person. Please make certain that those endorsing your project have read through your application and thoroughly understand and endorse your request.
4. Include a complete budget with your request. If the grant will not pay for the entire project, what is the source of the remaining funds?
5. Applications are due and awards are made on (or the last business day before):

Due Date:

April 27, 2018

Award Date:

May 11, 2018

### Post-Award Expectations

1. Create a results and/or lessons learned paper after completion of the project. (Form for the paper will be provided.)
2. Credit the Foundation in all related advertising and collateral material with wording to the effect of: "The (program or project name) is underwritten by a generous grant from the Taft College Foundation."