

**Del Mar College Foundation
Special Projects Faculty/Staff Grant
Application Guidelines, 2012 Awards**

Purpose: The Del Mar College Foundation (DMCF) would like to provide Faculty/Staff funding assistance for projects that support Del Mar College's (DMC) mission, but are not supported by the existing DMC budget. With these grants DMCF encourages innovation and opportunity.

Amount Available: Up to \$10,000 is available for Faculty/Staff Grants. The maximum amount to be awarded for a single project is \$5,000.

Application Deadline: May 4, 2012. Applications must be received by the Office of Development/Foundation Services by close of business on May 4, 2012 to be considered. Application forms are available on-line at <http://www.delmar.edu/forms> under the Development/Foundation area.

Review/Award Process: Applications will be reviewed and awarded by a committee composed of Board of Trustee members with advice from the Dean or Vice President of the Department from which the application is submitted. Awards will be announced by June 8, 2012. Funds will be provided from DMCF and DMC through the Office of Finance and Administration to fulfill the grant amount.

Criteria:

Proposal including one or more of the following criteria will be eligible:

- The improvement of existing programs or courses, the development of innovative programs, teaching techniques or new instructional material
- The acquisition of equipment, materials and supplies needed to improve curriculum, procedures, departments or other functions of the College
- The improvement of student services, the learning environment, job placement, student recruitment or other aspects of student life as it relates to the College
- The planning of new courses of student learning or the enhancement of existing courses and programs
- The development of appropriate vehicles to showcase talents and accomplishments of faculty, staff and students
- Professional development to enhance faculty/staff current responsibilities or to develop new student opportunities
- Projects should have a one year completion plan
- Appropriate signatures *must be obtained prior to submission of application*

Exclusions:

- Funds are not available for faculty/staff professional development leading to a degree or certificate, nor to attend conferences
- Cannot be used to reimburse employees or the College for expenses/projects/programs that have already occurred or are included in the current budget
- Incomplete application and/or those that do not follow these guidelines and guidelines for format/length cannot be considered

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Reporting:

- Report of implementation plan
 - No more than three weeks after award notification, please provide the Office of Development/Foundation Services a timeline including the following:
 - Date item(s) ordered
 - Expected arrival date
 - Go live date
- Final report due to the Office of Development/Foundation Services/Alumni Services/Grants six (6) weeks following the implementation of the project or no later than six (6) weeks after the end of the semester for which funds were awarded, whichever comes first
 - Please include project description, evaluation, final budget and impact on student learning or the College operations.

Recognition:

- A certificate of award will be presented to successful grantees
- Grantee representatives will be invited to the DMCF Board of Trustees meeting to be recognized. Press release will be written and submitted for publication.

For additional information and to submit your application, contact:

Mary C. McQueen, CFRE
Executive Director of Development
Center for Economic Development, Room 131
Ext: 1317
Fax: 1257
E-Mail: foundation@delmar.edu

**Del Mar College Foundation
Special Projects Faculty/Staff Grants
Application Form**

Applicant:	Date:	
Email:	Extension:	
Check one: <p style="text-align: center;"><input type="checkbox"/> Faculty <input type="checkbox"/> Staff</p>	Department:	
Project Title:	Proposed Project Start Date:	Project End Date:
Project Description: <i>(no more than 200 words)</i>		
Needs statement: <i>(no more than 200 words)</i>		
Expected outcomes: <i>(no more than 100 words)</i>		
Timeline: <i>(no more than 100 words)</i>		
How will you evaluate your project: <i>(no more than 100 words)</i>		
Please indicate how you will share the results of your project with members of the college community: <i>(no more than 100 words)</i>		
Budget narrative and accounting structure: <i>(Attach separate sheet)</i>		

SIGNATURES

All applications must be signed by the applicant and reviewed and signed by the applicant's supervisor/dean indicating concurrence before returning to the Office of Development/Foundation/Alumni Services.

Applicant

Date

Supervisor

Date

Dean/VP

Date