

Del Mar College Foundation Special Project Faculty/Staff Grants Application Guidelines

Purpose:

The DMCF would like to provide Faculty/Staff funding assistance for projects that support DMC's missions but are not supported by existing DMC budget.

With these grants DMCF encourages innovation and opportunity.

Amount Available:

The maximum amount to be awarded for a single project is \$10,000.

Application Deadline:

Friday, November 21, 2008

Applications must be received by the Office of Development/Foundation and Former Students Association by close of business on November 21 to be considered.

Application forms are available on-line at <http://www.delmar.edu/forms/#develop>

Review/Award Process:

Applications will be received 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 December 5, 2008.

Funds will be provided from DMCF to DMC through the Finance & Administration Office to fulfill the grant amount.

Criteria:

Proposals 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/project/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

Reporting:

- **Initial report of implementation description is due 3 weeks after receipt of award announcement and includes the following:**

Items – on order

Arrival date

Reasons for any delay

- Final Report is due to the DMCF six weeks following the implementation of the project, but no later than 6 weeks after the end of the semester for which it is awarded. 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 BOT meeting to be recognized. Press Release will be written and submitted for publication

For additional information and to submit your application contact:

Patricia Townsend
Director of Development
Center for Economic Development
Suite 114
Ext. 1317
Fax. 1257
ptownsend@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 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 Del Mar College Foundation.

Applicant

Date

Supervisor

Date

Dean/VP

Date