



Spring 2024 Faculty / Staff Mini-Grant Guidelines and Application

Mini-Grants are offered by FTCC Foundation to faculty and staff to provide resources for projects that are creative, innovative, and beneficial to students. These funds may also be used for registration for workshops, conferences, and speaker fees.

Activities should focus on student learning and engagement. Student success, retention, and completion are priorities. These funds should not be used for projects that have funding available through other sources. Mini-Grant funds may not be used for salaries or stipends to FTCC employees.

Applications will be reviewed by the FTCC Foundation staff. You may be contacted for clarification prior to review or approval. Notification of approval or denial will be sent within 2 weeks of submission.

Applications may be submitted throughout the year, if funds are available, and should be submitted at least 30 days before the funds are needed. Applications may be submitted to foundation@faytechcc.edu or in person at the Foundation office located in VCC, room 114.

Requirements

- There are a limited number of Mini-Grants available each year. Do not assume your application will be approved until you receive official notice. The Foundation will not consider applications or reimbursement for projects that have occurred in the past.
- The application must be approved and signed by the appropriate Dept. Chair, Dean, Associate Vice President, or Vice President before submitting to the Foundation.
- Follow the grant funding, check processing, and reimbursement policy set by FTCC Foundation. Receipts are required for reimbursement. The Foundation prefers to pay vendors directly for large expenses. Mini-Grant funds must be spent by the end of the fiscal year in which they are received (June 30). See at the end of this document for spending policies.
- Notify the Foundation immediately if the need for funding changes and get approval on the changes before incurring expenses.
- Provide the Mini-Grant final report to the Foundation Executive Director within 30 days of the end of the project. This report must include information on project (i.e. who was served, how many were served, outcomes achieved, and any future project plans). Photos and testimonials from the participants are recommended. Receipts are required for reimbursement. Reimbursement will be issued within 5 business days of receiving the receipts.
- A presentation to FTCC Foundation Board of Directors, Trustees, or FTCC Executive Council may be requested of the grant recipient(s).

FTCC FOUNDATION FACULTY / STAFF MINI-GRANT APPLICATION

FTCC Foundation offers Mini-Grant funding each year with a **maximum of \$500 per award**. Funded projects will focus on student success and achievement that lead to FTCC program completion.

Applications may be submitted throughout the year and should be submitted at least 30 days before the funds are needed. Applications may be submitted to foundation@faytechcc.edu or in person at the Foundation office located in VCC, room 114.

Name of Project Contact:

Position at FTCC:

Campus Address:

Phone Number:

E-mail Address:

Name & Title of Dean/Dept. Chair/VP:

I approve this application for a Mini-Grant through FTCC Foundation.

Signature of Dean/Dept. Chair/VP: _____

Date ____/____/____

Name of Project:

Why are you seeking funds for your project? Explain the need and why it is not covered by other funds?

Is this a new project? Yes No, when last done _____

Have you received a mini-grant for this project before? Yes No

Amount Requested, up to \$500 \$_____

Describe how the funds will be used and provide a detailed budget. Your budget must include sales tax and shipping.

When will the project take place, one time or over a period of time?

Who will benefit from this project? (faculty / staff / students and how many)

Name(s) of other faculty/staff involved in planning and implementation of this project.

What are the goals of this project?

How will you measure the project's success?

How will this help teach and retain students?

FTCC Foundation Grant Disbursement and Check Request Policy

- The Foundation prefers to pay the vendor / company directly for large purchases rather than reimbursing an individual from a department. A W-9 is required to pay any vendor who is an individual rather than a business.
- To request disbursement of grant funds, a check request must be completed and submitted with supporting documentation attached or sent in an email. These funds are used to supplement what your state funds do not cover. All requests must support the College's mission and match the budget and project description outlined in the grant application.
- A check request through the Foundation will be processed within 5 business days once the documentation has been submitted. Once the check is ready, the Foundation staff will call or email you. The person who submitted the Mini-Grant application is the person authorized to pick up checks.
- Any items purchased with FTCC Foundation funds through mini-grants become property of the College, not the project contact. If the project ends or the program ceases to exist, the items purchased must be returned to FTCC Foundation if there cannot be found another use within the College.

Foundation Contact Information

Please send all questions, check requests, and concerns to:

Financial Accountant for the Foundation – Ginny Griffith
(910) 678-8441; griffitv@faytechcc.edu

Administrative Secretary – Jobeth Marihugh
(910) 678-8441, marihugj@faytechcc.edu