



FOUNDATION GRANT GUIDELINES

WHAT ARE FOUNDATION GRANTS?

The Palomar College Foundation exists to provide various types of support to Palomar College. The Foundation Grant program is one way the Foundation provides that support.

WHO IS ELIGIBLE TO APPLY FOR A FOUNDATION GRANT?

Any student, staff or faculty member of Palomar College may apply.

WHAT TYPE OF GRANT IS FUNDED?

Every grant application is evaluated. Every request must at least meet required criteria listed below. The funding odds increase if the request meets "preferred" criteria also listed below.

WHAT ARE REQUIRED CRITERIA?

- Encompasses the College's mission and the Foundation's mission
- All other sources of funding for this project/program have been exhausted

WHAT ARE PREFERRED CRITERIA?

- Encompasses at least one of the five major goals of the College (see Strategic Master Plan)
 1. Student Success
 2. Teaching and Learning Excellence
 3. Organizational and Professional Development
 4. Facilities Improvement
 5. Resource Management
- Matching funds have been identified and will be awarded
- Funding will benefit a significant campus population

WHAT TYPE OF GRANT REQUEST DOES THE FOUNDATION PREFER NOT TO FUND?

The Foundation expects the District to implement and follow a routine maintenance program for all College facilities. Unless there are extenuating circumstances, the Foundation prefers not to fund grant applications for maintenance projects.

IS THERE A FUNDING LIMIT?

No, the Foundation will evaluate every grant application for any amount.

WHO DECIDES IF A GRANT REQUEST IS FUNDED?

Once the Foundation Office receives the application, it is evaluated by the Foundation's Grant Review Committee who then makes a recommendation to the Foundation's Board of Directors. The Board of Directors vote on all requests at their next regularly scheduled executive committee or board meeting.

WHAT IS A FOUNDATION GRANT EVALUATION?

In order to ensure accountability if your request is approved, at a later date, you will be required to report back to the Foundation Board as to the outcome and effectiveness of the project/program with statistics or other measurable data. A complete accounting of all funds must be included. Any unused funds must be returned to the Foundation immediately (see below).

WHAT HAPPENS TO ANY UNUSED FUNDS?

If your request is approved, you are required to use those funds for the purpose intended. If at any time it is determined all awarded funds will not be needed or can't be used for the purpose intended, those funds must be returned to the Foundation immediately. Misuse or mismanagement of Foundation grant funds will negate an opportunity for submitting future funding requests.

HOW ARE FUNDS ACCESSED?

The Foundation's accounting software/program is separate from the College's. There are two options available:

1. Submit vendor invoice (if applicable) directly to the Foundation Office for direct payment to the vendor, or
2. Complete and submit an ACCOUNT WITHDRAWAL /CHECK REQUEST FORM to the Foundation Office along with proper backup documentation and a completed District BUDGET ADJUSTMENT FORM. Our accountant will write a check payable to the district and deposit your funds into your designated district account to cover the upcoming expense.

****Please Note: for additional accounting assistance, please contact Pauline Riley at ext 3350.**

IMPORTANT INFORMATION

- If your request is \$25,000 or more, be prepared to give a formal presentation at a Foundation Grants Review Committee Meeting. Please allow for extra processing time.
- All signature lines on the grant application must be signed prior to submitting your application.
- All funding awarded must be used for the purpose intended. Any unused funds must be returned to the Foundation in a timely manner.
- Your EVALUATION (see actual application) must be received by the Foundation as indicated on your original application.
- Foundation grants will not be approved to fund individual scholarships that are supported through other Foundation programs.

Your completed application must be received by the Advancement/Foundation Office, ST-13 by the deadline date. For further assistance, please contact Pam Grasso at ext. 2732.

APPLICATION DEADLINES for 2010

Application Deadline	Grant Review Committee meets	Expected final resolution made by Foundation Board	Funding available
Feb 26, 2010	Early Mar	Mar 18, 2010	Mar 25, 2010
Apr 30, 2010	Early May	May 20, 2010	May 27, 2010
Jul 30, 2010	Early Aug	Aug 19, 2010	Aug 26, 2010
Oct 29, 2010	Early Nov	Nov 18, 2010	Nov 24, 2010

FOUNDATION GRANT APPLICATION

Prepare and attach a one to two-page proposal outlining your project/program and need.

Your proposal must include the following information:

1. Explain how your request is in line with the College's and Foundation's mission
2. What steps have you taken to ensure funding for this project/program can't be covered in full by any other source i.e. district, state, department, program, government grant, etc.
3. Include an itemized budget for the entire project/program

To increase the odds of approval, your proposal should include the following information:

1. Explain how your project/program encompasses at least one objective of the Strategic Master Plan
2. Include results of your search for matching funds
3. How much of the campus population will benefit from your project/program
4. Include an estimated project/program timeline

Complete the section below:

Amount of your request from the Foundation: \$_____ Date we can expect your EVALUATION _____	
Your Name: _____	Telephone: _____
Name of Project/Program _____	

- Bring this completed and signed form along with your proposal to the Advancement /Foundation Office, A-4B.

By signing below, you are confirming that information provided in this grant application is accurate to the best of your knowledge. Your signature also indicates that you recommend funding of this request by the Palomar College Foundation.

_____ Print Director/Dean's Name	_____ Director/Dean's Signature
_____ Print Vice President's Name	_____ Vice President's Signature
ROBERT P. DEEGAN College President	_____ President's Signature

FOR COLLEGE PRESIDENT ONLY: Comments:

Grant review Committee comments and/or recommendation:

OFFICE USE ONLY: This grant was approved in the amount of \$_____ on (date) _____.

FOUNDATION GRANT EVALUATION

(Do not submit this form with your original grant application)

THIS FORM IS SUBMITTED TO THE FOUNDATION AFTER YOU HAVE MEASURABLE DATA TO REPORT

In order to ensure accountability if your request is approved, at a later date, you will be required to report back to the Foundation Board as to the outcome and effectiveness of the project/program with statistics or other measurable data. A complete accounting of all funds must be included. Any unused funds must be returned to the Foundation immediately.

Amount of your grant from the Foundation: \$ _____ Date funds were accessed: _____
Your Name: _____ Telephone: _____
Name of Project/Program _____

Bring this completed form to the Advancement /Foundation Office, A-4B.

Provide your evaluation here (use extra space if needed):