



## **GENERAL GRANT GUIDELINES & APPLICATION**

### **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?**

Faculty or staff members of Palomar College may apply.

### **WHAT TYPE OF GRANT IS FUNDED?**

Every grant application is evaluated. Every request must meet required criteria listed below. Grant requests are more likely to be funded if the request meets “preferred” criteria also listed below.

### **WHAT ARE REQUIRED CRITERIA?**

- Promotes the Palomar College mission
- All other sources of funding for this project/program have been exhausted
- The concept of the grant request fits within the priorities of the College Program Review & Planning Process

### **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 (in support of items 1-3)
  5. Resource Management (only extenuating circumstances)
- Matching funds or funds from other sources 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 or outside the areas listed as major goals.

### **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 with proper signatures, it is evaluated by the Foundation Board of Directors Grant Review Committee. The Grant Review Committee then makes a recommendation to the Foundation Board of Directors. The Board of Directors vote on all requests at their next regularly scheduled Board meeting.

### **WHAT IS A FOUNDATION GRANT EVALUATION?**

In order to ensure accountability if your request is approved, 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 when the grant objective is completed. A complete accounting of all funds must be included. Any unused funds must be returned to the Foundation immediately (see below). An in-person report may be requested.

### WHAT HAPPENS TO ANY UNUSED FUNDS?

If your request is approved, you are required to use those funds for the purpose intended within six months of the date of grant approval. After six months, if it is determined all awarded funds will not be needed or can't be used for the purpose intended, the Foundation must be notified. If the funds were paid to the District, they must be returned by check. If the Foundation is still holding the funds, written notice must be given to release the funds. The six month time frame may be extended by written request for a reasonable extension with an explanation of the circumstances. 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. There are two options available:

1. Submit vendor invoice (if applicable) directly to the Foundation Office for direct payment to the vendor along with an ACCOUNT WITHDRAWAL/CHECK REQUEST FORM to the Foundation Office , or
2. Complete and submit an ACCOUNT WITHDRAWAL/CHECK REQUEST FORM payable to the District to the Foundation Office along with proper backup documentation and a completed District BUDGET ADJUSTMENT FORM. The foundation accountant will deposit your funds into your designated district account to cover the upcoming expense. NOTE: Equipment purchases must be processed by the District Purchasing office.

**\*\*Please Note: for additional accounting assistance, please contact Kayla Kelsey at ext. 3350.**

### IMPORTANT INFORMATION

- If your request is \$10,000 or more, be prepared to meet with the Foundation Grants Review Committee.
- If your request is \$25,000 or more, be prepared to give a formal presentation to the Foundation Board of Directors. Please allow for extra processing time.
- All fields must be completed in the grant application form prior to submitting your application.
- 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.
- All requests must be in advance of the proposed activity or project and allow for proper review and approval prior to the actual need of funds. Applications will not be considered for post-funding of projects.

**Your completed application must be received by the Advancement/Foundation Office, AA-130 by the deadline date. For further assistance, please contact Stacy Rungaitis at ext. 2733 or [srungaitis@palomar.edu](mailto:srungaitis@palomar.edu)**

**PLEASE ALLOW AT LEAST TWO WEEKS TO GET APPROPRIATE SIGNATURES BEFORE TURNING APPLICATION IN TO THE PALOMAR COLLEGE FOUNDATION FOR REVIEW**

### APPLICATION DEADLINES for 2021

Application Deadline	Committee Review	Final Decision
February 8	February 9	February 22
March 8	March 9	April 26
April 12	April 13	April 26
May 10	May 11	June 28
June 14	June 15	June 28
September 13	September 14	October 25
October 11	October 12	October 25
November 8	November 9	December 13
December 6	December 8	December 13

# APPLICATION

## Applicant Information:

Your Name: _____	Title: _____
Telephone: _____	Email: _____
Department funding will impact: _____	
Name of Project/Program: _____	
Amount of your request from the Foundation: \$ _____ Date funds needed: _____	
Number of people impacted: <input type="checkbox"/> Students: _____ <input type="checkbox"/> Faculty: _____ <input type="checkbox"/> Other: _____	
Date we can expect your follow-up Evaluation: _____	

**Bring this signed form along with your completed application to the Advancement/Foundation Office, AA-130A.**

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 and that no other District funds are available to cover such cost.

_____ Print Department Chair Name	_____ Department Chair Signature	_____ Date
_____ Print Director/Dean Name	_____ Director/Dean Signature	_____ Date
_____ Print Vice President Name	_____ Vice President Signature	_____ Date
_____ Print Superintendent/President Name	_____ Superintendent/President Signature	_____ Date

**FOR COLLEGE SUPERINTENDENT/PRESIDENT ONLY – COMMENTS:**

**OFFICE USE ONLY:** Grant Review Committee comments and/or recommendation:

Grant Review Committee Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Foundation Board of Directors approved in the amount of \$ \_\_\_\_\_ Date: \_\_\_\_\_

Foundation Staff contact department with recommendation: \_\_\_\_\_

**Complete the section below:**

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:

ITEM	PROJECTED COST	USER OF FUNDS	TIMEFRAME FOR USEAGE
TOTAL:			

4. Explain how your project/program encompasses at least one objective of the Strategic Master Plan.

5. Include results of your search for matching funds or funds from other sources.

6. Describe how this project will benefit students and Palomar College as a whole.

7. Include an estimated project timeline; include date in which funds must be available in order to achieve success.

8. Any additional information you would like us to know?