



## FACULTY AND STAFF GRANT GUIDELINES & APPLICATION

The Palomar College Foundation offers grants to faculty and staff for innovative projects/programs that promote the Palomar College Mission and College's Educational Master Plan which have no other source of internal or external funding. The Foundation Board of Directors Grant Review Committee will review all applications and although there is a finite budget for grants, there is no set funding limit. The Foundation does not fund grant applications for scholarships/direct support to students, routine facilities maintenance, or projects/programs that have already occurred. If the request is \$5,000 or more, be prepared to meet with the Foundation Board of Directors Grant Review Committee. If the request is \$25,000 or more, be prepared to give a formal presentation to the Foundation Board of Directors.

If your grant application is accepted, you must use the funds within six months of the decision, and only for the intended purpose. Once the funds have been used, the Foundation requires a evaluation report that includes the outcome and effectiveness of the project/program, participation statistics, a complete accounting of all funds, and pictures or videos from the event that can be shared on social media.

### To be eligible for grant funding:

- Download this form and complete the entire application in detail.
- Electronically route and complete the signature page by the application deadline.
- The application and signature page must be submitted to Stacy Rungaitis at [srungaitis@palomar.edu](mailto:srungaitis@palomar.edu) on or before the application deadline.

Direct all questions to the Foundation Office: Stacy Rungaitis, x2733, [srungaitis@palomar.edu](mailto:srungaitis@palomar.edu)

## APPLICATION DEADLINES for 2024

Application Deadline with Signatures Complete	Foundation Board Grant Review Committee Meeting	Foundation Board Grant Approval/Funds Available
February 5	February 13	February 26
March 4	March 12	April 22
April 1	April 9	April 22
May 6	May 14	June 24
September 2	September 10	October 28
October 7	October 15	October 28
November 4	November 12	December 16



## FACULTY AND STAFF GRANT APPLICATION

To be eligible for grant funding, please complete the entire grant application in detail, route for signatures and email to [srungaitis@palomar.edu](mailto:srungaitis@palomar.edu) on or before the application deadline.

### Applicant Information

Your Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone extension: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_

Name of Project/Program: \_\_\_\_\_

Total amount of funds requested from the Foundation: \$ \_\_\_\_\_

Detailed budget items for funds/expenditures:

Expense #1: \_\_\_\_\_

Expense #2: \_\_\_\_\_

Expense #3: \_\_\_\_\_

### Please answer the following questions.

1.) Provide a short description of your project/program. What is it, where will it happen?



2.) Project/program Timeline

- a. When will you need the funds? \_\_\_\_\_
- b. When will the project/program occur? \_\_\_\_\_
- c. When can we expect an evaluation report? \_\_\_\_\_

3.) Project Program Participation

- a. How many students will benefit? \_\_\_\_\_
- b. How many faculty will be involved? \_\_\_\_\_
- c. How many people outside of Palomar College will participate (if any)? \_\_\_\_\_

4.) How does your project/program promote the Palomar College mission and the College's Educational Master Plan?



5.) How will this project/program benefit Palomar College students, and how does it complement their existing learning?

6.) What steps have you taken to ensure there are no other sources of internal or external funding for this project/program, including your search for matching fund?



To be eligible for grant funding, please route for signatures and email completed and signed application to [srungaitis@palomar.edu](mailto:srungaitis@palomar.edu) on or before the application deadline.

**Signers:** 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.**

**The following signatures are required:**

Department Chair: \_\_\_\_\_

Dean or Director: \_\_\_\_\_

Vice President: \_\_\_\_\_

Superintendent/President: \_\_\_\_\_

**Grant Applicant:** Please submit the application with signatures to [srungaitis@palomar.edu](mailto:srungaitis@palomar.edu) on or before the application deadline.