



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?

Staff or faculty 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. Grants 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 that are 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’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 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's. 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. Our 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 Pauline Riley 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-130A by the deadline date. For further assistance, please contact Pauline Riley at ext. 3350 or priley@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 2019

Application Deadline	Expected final resolution made by Foundation Board	Funding available
February 20, 2019	March 18, 2019	March 30, 2019
May 20, 2019	June 17, 2019	June 30, 2019
August 20, 2019	September 16, 2019	September 30, 2019
November 20, 2019	December 16, 2019	January 5, 2020

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's Signature	Date
_____	_____	_____
Print Director/Dean's Name	Director/Dean's Signature	Date
_____	_____	_____
Print Vice President's Name	Vice President's Signature	Date
Dr. Joi Lin Blake	_____	_____
Superintendent/President	Superintendent/President's Signature	Date

FOR COLLEGE 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?

EVALUATION

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.

The evaluation is due one month after the completion of the program/project. Please include photos or website information. Awards over \$25,000 may be required to report to the full Foundation Board of Directors.

Amount of your grant from the Foundation: \$ _____ Date funds were accessed: _____

Your Name: _____ Telephone: _____

Name of Project/Program _____

Bring this completed form to the Foundation Office, AA-130A.

- 1.) Provide an overview of the program/project.

- 2.) Describe how many students were directly involved/served and the impact of the benefits to these students.

- 3.) Describe the impact of Palomar College as a whole as a result of this program/project.

- 4.) Include your original budget of expenditures and complete the actual spending column.

ITEM	PROJECTED COST	USER OF FUNDS	TIMEFRAME FOR USEAGE	ACTUAL SPENDING
TOTAL:				