GRANT GUIDELINES

1. Grants will be awarded in the following areas that support student success:
   A. Program development or enhancement
   B. Equipment critical to program enhancement or effectiveness*

   *Equipment requests must not be part of the normal District budgeting process or Perkins funding and must be in support of student learning.

   Note: For personnel-related requests, no flex credit will be given.

2. Proposals including a project budget must be submitted to the Cerritos College Foundation by **4:30 p.m. on Friday, November 15, 2013**. Any item received after the deadline will not be considered for funding. Only original proposals will be accepted. No faxed or electronically submitted proposals will be accepted.

3. Equipment and supplies purchased with grant dollars become the property of the college. In the event that an instructor/applicant leaves employment at the college, the property purchased with the grant must remain at the college.

4. All printed materials related to the grant must list the Cerritos College Foundation as the project sponsor.

5. Grant monies will be disbursed based on agreed-upon milestones and/or deliverables met during course of grant period.

6. Monies not spent must be returned to the Foundation within 30 days of the end of the project completion date.

7. Final narrative report and budget report on project must be received by the Foundation Office within 30 days of project completion date. Photographs and/or information that document the project must be included in the final report.
Grant awards range from $2,500 to $10,000

NAME OF PERSON SUBMITTING GRANT__________________________________________
DEPARTMENT OR DIVISION____________________________________________________
EMAIL________________________________________OFFICE EXT._________________

PROJECT/PROGRAM GRANT REQUEST TITLE____________________________________

DESCRIPTION OF PROJECT/PROGRAM (Please include purpose of grant, how will grant promote student success and number of students served by the grant. Attach additional pages if needed) Please include a timeline for project milestones and/or deliverables.
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

HOW WILL YOU VALIDATE AND MEASURE THE SUCCESS OF YOUR PROJECT/PROGRAM?
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

AMOUNT REQUESTED: $______________________(Please attached a line item budget)

Signature of Requestor_________________________________________________________Date____________________

Signature of Appropriate Dean_________________________________________________Date____________________

APPLICATION & PROJECT BUDGET DUE IN FOUNDATION OFFICE BY 4:30 P.M.,
FRIDAY, NOVEMBER 15, 2013