

## Guidelines for PCC Foundation Grants and Mini-Grants

Foundation Grants and Mini-Grants support the instructional process and encourage innovation in instruction. They are not intended to fund the purchase of equipment or learning materials that should normally be part of a departmental budget, or to subsidize activities that could be defined as part of a regular teaching assignment (e.g., preparing basic class handout materials or class lectures). The purposes of each program are different and the same proposal may not be submitted to both programs.

**Foundation Grants**, which range from \$1,500-\$3,000, may be used for supplies, equipment, student travel or faculty re-assigned time. Approval of re-assigned time is contingent upon agreement by the appropriate division dean and the Instruction Office and will pay for part-time replacement of the hours re-assigned at \$40/hour, unless a reason is stated to the contrary. Personnel costs have to be justified as essential to carrying out the grant request.

**Mini-Grants**, which are for up to \$1,500, may be used for equipment, supplies, or activities that support student success, but should avoid personnel employment costs.

### New Requirements for 2008-2009

**In order to be considered for funding, you must:**

1. Fulfill the mandatory meeting requirement by attending one of the workshops offered by the Grants Office or by personally meeting with the Grants Specialist to review funding guidelines before preparing a proposal, **and**
2. Completely fill out Item No. 6 on the application, itemizing all requested expenditures.

**Proposals that do not meet both of these requirements will be returned.**

Preference for both grant programs will be given to proposals that:

1. Are precise in describing activities to be undertaken and results to be achieved;
2. Do not require ongoing support in future years;
3. Emphasize ultimate value to classroom instruction (e.g., new curriculum, staff development workshops, new classroom practices);
4. Produce information (e.g., manuals, workshops) that can be utilized by other teaching personnel;
5. Assign copyright of developed materials to PCC; and
6. Do not result in personal financial gain.

Grant funds for successful applications will be available July 1, 2008. Projects must be completed by May 1, 2009, and project directors will be asked to provide a brief evaluation of project results to the Foundation.