



## 2024-25 BCF Mini-Grant Application

BC Foundation Mini-Grants are open to faculty, staff, and administrators and are given to support ongoing projects, one-time projects and new programs that may not be eligible for support through other college funding sources.

Awards range from \$300 - \$3,000. The funding availability period for successful applications is January 1 - December 31, 2025.

Mini-Grant Information

Application

### Application Information

#### Criteria for Selection

The Mini-Grants are open to all faculty and staff at the College, and are designed to support new or ongoing projects or programs that may not be eligible for support through other funding sources. **Awards range from \$300 - \$3,000.**

Mini-Grant funding areas include:

**Instructional Enhancements:** computers, software, website development, maps, research, books, guest speakers, etc.

**Community Engagement:** workshops, lectures, events that promote BC and its students within the community, etc.

**Faculty/Staff Professional Development:** workshops, conferences, etc.

**Special Projects:** priority projects that do not fit into the three previous categories.

Preference is given to projects that align with the continuing or currently unmet goals of the College as outlined in the [BC Priorities Project](#) and recent [Strategic Plan Closeout report](#), as well as the President's and Foundation's priorities and goals. Applications are evaluated based on:

- the contribution to the college's strategic goals;
- the cost/benefit ratio;
- the support provided to all students and the furtherance of BC's commitment to diversity and inclusion;

- the extent to which the project has a multi-year benefit, will become self-sustaining, provides cost or labor savings, or is a revenue generator.

Students are not eligible to apply.

## Application Procedure

1. Complete the Project Overview, Budget, and Narrative Response components of the online application. Please note that you can save your progress and return to the application as needed prior to the submission deadline.
2. Complete and upload the Mini-Grant Signature Page. The Signature Page must be signed and dated by your supervisor, your Dean or Department Head, and your Vice President before the funding request will be considered. *If you need help providing a copy of your application to your signers, please email [foundation@bellevuecollege.edu](mailto:foundation@bellevuecollege.edu) for assistance.*
3. Submit the completed application, including the uploaded Mini-Grant Signature Page. The completed and signed application must be submitted online by **11:59 PM on Thursday, November 7, 2024**. *Applications received after the deadline will not be given priority in the review process.*

## Important Information for Applicants

Awards are approved by the Foundation Grants Review Committee. Funds are granted to the college and made available for the particular project or program through an account established with the BC Budget Office and accessed through standard BC procedures. **Grants must be used within 12 months of the funding available date of January 1, 2024.**

Submitted applications become the property of the BC Foundation.

Funding Usage Details:

- Awards will be established as a new, temporary college budget in accordance with state guidelines. All expenses will be charged to that budget as they are incurred. Processing of all expenses is to be done by the recipient.
- Funding is not available for events that will take place prior to January 1, 2024.
- Grant funds may be used for travel, but recipient must still follow state rules regarding travel, hotels, airfare, etc.
- Funding cannot be used for professional service contracts, food, or direct financial assistance to students.
- Funding cannot be used for salaries. However, grant funds may be used for stipends as long as they adhere to the college's rules on stipends and are approved by the HR Director. Please work with the HR and Payroll departments to ensure that calculations for such personnel expenses and the benefits are accurate. Processing of stipends is to be done by the recipient and should be routed through HR and Payroll.
- All publicly circulated information associated with Foundation-funded projects must contain the phrase "made possible by a grant from the Bellevue College Foundation".
- Award recipients must submit a final report to the Foundation in order to be eligible for future grants.

Please email [foundation@bellevuecollege.edu](mailto:foundation@bellevuecollege.edu) if you have questions.

Bellevue College does not discriminate on the basis of race, color, national origin, language, ethnicity, religion, veteran status, sex, sexual orientation, including gender identity or expression, disability, or age in its programs and activities. Please see policy 4150 at [www.bellevuecollege.edu/policies/](http://www.bellevuecollege.edu/policies/). The following people have been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, 425-564-2641, Office C227, and EEOC/504 Compliance Officer, 425-564-2178, Office B126.

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Mini-Grant Information

Application

### Project Overview

**Applicant Name \***

First

Last

**BC Title \***

**BC Department \***

**Email \***

**Phone \***

**Project Title: \***

**Brief Project Description: \***

*Please provide a brief project description which includes what will be purchased, the purpose of the purchase and of the project, and who will benefit. Please limit this brief description to 2-4 sentences or a maximum of 150 words. A detailed project description is required later in the application.*

**Amount Requested \***

**Funding Purpose: \***

- ☐ Ongoing Project   ☐ Seed Money  
☐ One-time Project

## Project Impact

Number of people served (Students, Community, and/or Employees) – please estimate the impact of your proposal on the College community. How many students, employees, and community members will participate in or benefit from the work you plan to do?

These numbers help the committee understand the scope of the work you are proposing. Estimates are fine.

**Number of Students Served \***

**Number of BC Employees Served \***

**Number of Community Served \***

**How did you determine the numbers above? \***

**Are you willing to present your project at a Foundation Board meeting or event? \***

☒ Yes   ☐ No

**Please list any public relations, press, and recognition opportunities that may be available for the BC Foundation: \***

*Recognition opportunities – This is important – again, the more we are able to promote that Mini-Grants fund A, B & C, the more money we can raise and return to you in the form of Mini-Grants.*

## Project Budget Information

Include full descriptions of items and services to be purchased and work to be performed. A column has been provided for itemization. Itemization is very important as reviewers want to know exactly what will be purchased with the grant funds as well as other funds that have been requested or secured outside the Mini-Grant funds.

Mini-Grants will not cover salaries. In some cases, personnel expenses in the form of stipends are allowed as long as they adhere to the college's rules on stipends and are approved by the HR Director. Your budget must include benefits (contact payroll to determine benefit rate). In addition, your application must have signatures from the Payroll Director and the VP of Human Resources, who will review the application to ensure there are no benefits or personnel issues.

In addition, Mini-Grants cannot be used to pay for food, financial assistance paid out to students or professional service contracts. Under current Washington State guidelines, professional service contracts cannot be funded. Purchased services are used for contracts with organizations or individuals not currently employed by BC and require appropriate tax documentation from the organization or individual prior to payment. Please refer to BC purchasing policies and procedures for further information.

**\*Awards will be established as a new, temporary college budget in accordance with state guidelines. All expenses will be charged to that budget as they are incurred. Processing of ALL expenses is to be done by the recipient.**

	Expense Type *	Expense Description/Itemization *	Grant Amount	Other Sources *
			Requested *	
⊗				
			\$0.00	\$0.00

+ Add Expense

Total Project Budget  
\$0.00

The committee likes to touch as many projects as possible – providing partial funding options may make your application more successful.

Think about your project budget in discreet parts – is there a \$1000 piece that a Mini-Grant might be able to fund if they aren't able to provide the entire amount being requested? Present different funding level options.

- For \$\_\_\_\_, the Foundation would fund the entire project which impacts X students.
- For \$\_\_\_\_, the Foundation would fund a scaled back project which impacts X-Y students.
- For \$\_\_\_\_, the Foundation would fund this piece of a larger project, and we would likely get additional funding from \_\_\_\_.

**If you were to receive partial funding, how would this affect the project? Please include a revised budget based on partial funding. \***

What is the minimum level of funding that could be utilized in support of the project? \*

## Narrative Responses

Provide a detailed description of the project, identify the groups served, explain how they are served, and what you hope to accomplish. \*

Please describe how the funding you are requesting would be used. \*

Example: With this grant of \$ x,xxx the \_\_\_\_\_ department will purchase \_\_\_\_\_ for students enrolled in \_\_\_\_\_ courses.

Please provide a detailed timeline for your project. If your project receives funding, the grant budget will be available January 1, 2025. If you are requesting seed money, or funding for an ongoing project, how will it be funded in the future? \*

In light of both the BC Priorities Project and the 2017 Strategic Plan Closeout report, how does your proposed project serve the continuing or currently unmet goals of the college? How does this project advance the college's equity, inclusion, and social justice efforts? \*

You can review the Priorities Project [here](#), and the 2017 Strategic Plan Closeout report [here](#).

Our college has stated it will make decisions based on a culture of evidence. What measures will you use to evaluate the success of your project? Please be specific about the quantitative and qualitative measures you will use. \*

Measures of success – give us quantitative measures and provide information about how those measurements will be obtained (survey, number of students achieving X GPA, tickets sold).

If there are other revenue sources available which might fund this project, please provide details regarding either your request for that funding or your choice not to pursue that funding. The committee seeks assurance that the applicant has pursued other funding or college resources. Please discuss the results of your proposal to access funding or other college resources. \*

*This helps the committee understand whether you are asking to fill a small gap in funding for a much larger project. Also can help to identify partnership opportunities, recognition opportunities, etc.*

How do you envision the project's value in 5 years? \*

## Authorizations & Endorsements

Applicant Name \*

First

Last

Applicant Signature \*

×

Date Signed \*

draw type

## Required BC Authorization & Signatures

In order to be considered, completed applications must be signed and dated by your supervisor, the appropriate division Dean/Executive Director and Vice President/Dean before the funding request will be considered.

Please download the below signature page (**required**) and route to the required signers, along with a copy of your application. **To request a PDF copy of your application to provide to the signers, please contact the Foundation at [foundation@bellevuecollege.edu](mailto:foundation@bellevuecollege.edu).**

Once the Signature Page has been signed completely, please upload to your application in the space provided in this section. It is the responsibility of the applicant(s) to ensure that the Signature Page is completed by all parties and then uploaded to this application.

Applications received after the deadline will not be given priority in the review process.



Click on the link below to access and print the required Signature Page.

**Mini-Grant Signature Page**

Upload completed Signature Page here: \*

Upload

or drag files here.

Please include the names of your signers below.

**Authorizing Program Chair/Supervisor Name \***

First

Last

*Applicant may not authorize their own application*

**Authorizing Dean/Executive Director Name \***

First

Last

*Applicant may not authorize their own application*

**Authorizing Provost/VP Name \***

First

Last

*Applicant may not authorize their own application*

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Submit

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### BC FOUNDATION MINI GRANT - AUTHORIZATIONS & ENDORSEMENTS

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Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Project Name: \_\_\_\_\_

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I, the undersigned, authorize the attached grant request, approve the project as furthering Bellevue College's ("BC") educational purposes and acknowledge that the project will be undertaken under the control and direction of BC.

My authorization indicates that I believe this grant proposal:

- adds value to the college
- is innovative
- has clear and achievable goals
- can be sustained over the long term
- fits with BC's strategic plan and pluralism initiative

I affirm that the program and/or division fully endorse this project and any course or program changes, or additions have been fully vetted and that, pending funding, this project will move forward.

\_\_\_\_\_  
Authorizing Program Chair/Supervisor (Print)  
(grant applicant cannot authorize their own application)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Authorizing Dean/Executive Director (Print)  
(grant applicant cannot authorize their own application)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Authorizing Provost/VP (Print)

\_\_\_\_\_  
(Signature)

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**If there is a stipend included in this request – your application MUST be signed by the following individuals:**

\_\_\_\_\_  
Payroll Director (Print)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
VP, Human Resources (Print)

\_\_\_\_\_  
(Signature)

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