



2025-26 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, 2026.

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 President's and Foundation's goals, with particular emphasis given to those aligned with the key foundational priorities identified in the College's recent strategic planning process: holistic/integrated student experience, employees united in purpose, community vibrancy, and operational resources, efficiency, and safety.

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 community care 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. Submit the completed application. The completed application must be submitted online by **11:59 PM on Tuesday, November 4, 2025**. *Applications received after the deadline will not be given priority in the review process.*

Important Information for Applicants

Awards are approved by the Foundation Scholarships & Programs 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, 2026.**

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, 2026.
- 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 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/. 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 *

BC Title *

BC Department *

Email *

Phone *

Are you submitting a joint application with another BC faculty or staff member?

Yes No

While two or more faculty or staff members are welcome to work together on a joint proposal, only one application should be submitted.

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? *

What impact do you expect this project would have on both our campus and on the Bellevue/Eastside community? *

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: *

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, Mini-Grants cannot be used to pay for food or financial assistance paid out to students, and 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	
			Requested *	Other Sources *
⊗			\$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, 2026. If you are requesting seed money, or funding for an ongoing project, how will it be funded in the future? *

The College's ongoing strategic planning process has highlighted four foundational priorities: holistic/integrated student experience, employees united in purpose, community vibrancy, and operational resources, efficiency and safety. How does this project align with these priorities and in what ways would it advance the college's commitment to community care and institutional inclusion? *

You can review a recent draft of the strategic plan [here](#). More information about the strategic planning process is available on [Sharepoint](#).

What measures will you use to evaluate the success of your project? Please be specific about the quantitative and qualitative measures you will use. *

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

Please note that there is no Signature Page required as part of this application. The Foundation expects that you will have conferred with both your Supervisor and Director/Dean regarding this proposal and are submitting it with their support.

As a part of the review and selection process, each Cabinet member will provide feedback to the Foundation on submitted proposals from their divisions.

If you would like to provide any supporting documentation, please upload it here.

Upload

or drag files here.

Supporting documentation is not required.

Please provide your supervisor's name. *

Please provide the name of your Dean or Executive Director. *

Please provide the name of the VP/Provost for your division. *

By signing below, you affirm that the information provided in this application is accurate and the proposal is submitted with the support of your program and division at the College.

Applicant Name *

Applicant Signature *

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[draw](#) type

Date Signed *



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