2023-24 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. Preference is given to projects that are consistent with the college's strategic plan as well as the President's and Foundation's priorities and goals. The program is funded by donors to the BC Foundation, including many BC faculty and staff.

Application Information & Project Overview	Budget	Narrative Responses	Authorization

Application Instructions

Mini-Grant Funding Priorities

Mini-Grants are designed to support BC projects and programs that may not be eligible for support through other college funding sources. The Foundation awards grants from a limited amount of funds each year. Individual awards range from **$300 - $3,000**. Grants may be requested by any college employee. In order to be eligible for this round, the requestor must have submitted a final report for any Mini-Grants previously received. All applicants are required to complete the entire application.

Grants can be for ongoing projects, one-time projects, or for seed money to start new programs. Grant requests must have the support of your supervisor, the appropriate departmental head, and be approved and signed by the Vice President or Dean in charge of the department.

Preference is given to projects consistent with the college's strategic plan, as well as the President's and Foundation's priorities and goals. Grant 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;
- and 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.

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.**

The Foundation funds Mini-Grants in the following areas:

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.

Application Procedure

- Complete online application.
- Grant applications must be signed and dated by your supervisor, the appropriate division Dean/Executive Director, and Vice President before the funding request will be considered. Funding requests are reviewed and awards determined by the Mini-Grant Selection Committee. In some cases, partial funding may be awarded. It is the applicant's responsibility to determine if additional monies can be found to bridge the gap.
- The completed, and signed application must be submitted online by 11:59 P.M. on Wednesday, November 1, 2023.
- Applications received after the deadline will not be given priority in the review process.
- Recipients are required to submit a project evaluation to the Foundation 60 days after project completion.

Important information for all applicants

- The review committee includes members who are not BC employees, therefore you should spell out all acronyms.
- Funding is not available for events that have already taken place prior to the date when funds will be available.
- Grant funds may not be used for salaries. However, grant funds may be used for stipends, according to the college's rules on stipends. 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.
- Grant funds may be used for travel, but recipient must still follow state rules regarding travel, hotels, airfare, etc.
- Do not use links to websites or other online information as a substitute for articulating your need or what will be funded. Links to websites or other online information may be used to provide direction for

reviewers who want to research your proposal further.

- 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.

- Grant applications become the property of the BC Foundation.

- 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.

- You are asked to investigate all opportunities for funding your proposal. This includes:
  - Division budgets – check with your VP.
  - Departmental budgets – check with your Dean.
  - Professional Development funding – check with your department.
  - Instructional Equipment funding – check with your department.
  - Student Programs funding
  - Student Technology Fee Committee

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.

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.

Funding Purpose: *

☐ Ongoing Project   ☐ Seed Money   ☐ One-time Project

Number of people served (Students, Community, and/or Employees) – this number is very important as we use this to estimate the cost/benefit ratio and to make impact statements – which help us raise more money for programs such as the Mini-Grant program.

Number of Students Served Directly *

Number of BC Employees Served Directly *

Number of Community Served Directly *

Number of Students Served Indirectly *

Number of BC Employees Served Indirectly *

Number of Community Served Indirectly *

How did you determine the numbers above? *

Project Timeline: *

The Foundation will not fund work that begins before the funds available date.

Amount of Partial Funding Request: *

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

Amount of full funding request: *

Total Project Budget: *

Total project budget means TOTAL project budget. Are you getting funds from other sources, will you approach other sources?

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.

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| Application Information & Project Overview | Budget | Narrative Responses | Authorization |

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 and are incurred when paying a current BC employee for services rendered. 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.

Please note that appropriate documentation will be needed before BC can disburse funds. Disbursements are subject to state rules.

*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

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Application Information & Project Overview   Budget   Narrative Responses   Authorization

Narrative Responses

Please describe exactly what will be purchased. *

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

Provide a detailed description of the project, identify the groups served, and explain how they are served. *

How does this project serve the strategic goals of the college? *

Please provide a description of your department or program and your role within that department. *

Does your project support any "at risk" student populations? If so, please identify the student population and explain. *

How will your project contribute to our greater community? *

Contribution to greater community – this is the BC Community and also the Bellevue Community.

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.

If you are requesting seed money or money for an ongoing project, how will it be funded in the future? *

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

For example: if you are provided a Mini-Grant for software will the software be obsolete in 5 years?

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

This is very important and should also be supported by alternative budgets submitted. At each funding level it is important that the Foundation understand what is being purchased, the impact of the Mini-Grant award (people served), and the opportunity cost of not providing a higher level of funding.

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? *

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| Application Information & Project Overview | Budget | Narrative Responses | Authorization |

Authorizations & endorsements

Applicant Name *

| First | Last |

Applicant Signature *

✕

draw   type

Date Signed *

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.

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.

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

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.

BC FOUNDATION MINI GRANT - AUTHORIZATIONS & ENDORSEMENTS

Applicant Name: _____

Applicant Signature: _____

Project Name: _____

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)   (Signature)
(grant applicant cannot authorize their own application)

_____
Authorizing Dean/Executive Director   (Print)   (Signature)
(grant applicant cannot authorize their own application)

_____
Authorizing Provost/VP   (Print)   (Signature)

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)