GRANT INFORMATION

Project Title:__________________________________________

Amount Requested: ____________________________

Has any part of this project previously been funded by the Foundation? ___ No ___ Yes
If yes, please describe (include years funded):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Anticipated date of project completion (month/year): ____________________________

CONTACT INFORMATION

Primary Contact Name: ____________________________

Department/Division: ____________________________

Extension: ____________________________ Mailstop: ____________________________

Email address of contact person: ____________________________

Name of Budget Authority: ____________________________

APPLICANT SIGNATURE

I certify that, if approved, the Foundation funds I am requesting will be used only for the purposes indicated in this application, and I will submit my project evaluation to the Foundation office by June 15, 2017 or earlier.

_________________________ ____________________________ __________
Name Signature Date

DIVISION DEAN/AREA ADMINISTRATOR SIGNATURE

I certify that I have read this grant application. The grant application being submitted promotes the goals of the college and Foundation and is feasible and realistic in its expectations.

_________________________ ____________________________ __________
Name Signature Date
GRANT APPLICATION NARRATIVE

Instructions:
In order for your grant to be considered, please answer the following 5 questions as listed. Address your description to a layperson that may not be familiar with your project or program. **Narratives should not exceed the space provided.** Use the budget form to present your financial information. **Submit your signed and completed grant request to EdCCFoundation@email.edcc.edu**, including the cover sheet and budget form(s), by Friday, April 15, 2016 at 4:00 p.m. Applicants are advised to print one copy of the finished application, get the appropriate required signatures, scan the completed application as a PDF and then email it to the Foundation. **No late, faxed, or printed applications will be accepted.**

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<th>1. Describe the overall need this project seeks to address (big picture concept).</th>
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<th>2. Discuss the specific purpose(s) of the project and how it will meet the need described above. Please include how the project will address the College-wide core themes and the Foundation’s mission to “support access, success and excellence for students, faculty and staff at Edmonds Community College”. Check the ONE core theme below that best applies to this project and explain how in your narrative:</th>
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3. Will additional funds, resources or community members be involved in this project?
   - What other funding and resources are available and how will they be used?
   - If additional funds are needed, what have you done to secure them and where will they come from?
   - When will you know if your requests for additional funding have been granted?

4. What are the expected outcome(s)/impact of your project? Outcomes must include:
   - Number of people impacted by the project (students, faculty, staff, community members)
   - Your ability to sustain and replicate the project after the initial year of funding from the Foundation
5. If this request is funded, briefly describe how you will give recognition to the Foundation for supporting this project/program? (This will help us achieve the Foundation’s goal of increasing our visibility on campus and within the large community.)

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<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>AMOUNT PAID FROM EDCC FOUNDATION REQUEST</th>
<th>AMOUNT PAID FROM OTHER RESOURCES</th>
<th>TOTAL COST</th>
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**BUDGET:** Prepare a budget for the project. Please list all major items in sufficient detail. (See instructions for a sample budget and for information on benefit costs for hiring staff.)

Budget Notes/Comments:
The Edmonds Community College Foundation is pleased to support College programs through its annual grants program, which is open to all faculty and staff of the institution.

The purpose of a Foundation Grant is to:

1) Promote projects which can demonstrate support of the student learning process by enhancing opportunities and resources available to students.

2) Enhance the campus/community environment. The Foundation usually receives far more grant requests than it has the ability to fund. Therefore, the grant review process is a competitive one. Grants will be awarded on merit, as judged by the Grants Committee.

Requests will be considered for up to $3,000. The Grants Committee has the discretion to make a higher or lower allocation. Grants are available for travel or associated costs, start-up costs, outreach materials, capital purchases, etc.

APPLICATION GUIDELINES

1. Grants are available for a total of 3 consecutive years.
2. Projects must clearly demonstrate enrichment of student learning or the campus/community environment.
3. Projects that involve additional community resources and participation are encouraged.
4. A budget must be provided. Please see the sample budget in this packet if you have questions.
5. Applications must come from and be signed by a faculty or staff member currently employed at Edmonds Community College and must be authorized by the appropriate Division Dean or Area Administrator.
6. To be considered, the applicant must answer all questions in the grant application. Concise typed responses are requested.
7. Grant funds are not available for:
   a. Staff & faculty salaries, except for one-time replacement costs. One time replacements costs should include an additional 16.5% for benefits.
   b. Exempt employee stipends.
   c. Curriculum development.
   d. Student scholarships.

Applications that include any of the above compensation will be automatically rejected.
8. Grant recipients are expected to provide an evaluation documenting the grant at the conclusion of the project. If requesting a renewal of funding from 2015-16, this report must be received before the 2016-17 funds will be released.
9. The Budget form must include all expenses and all sources of funding and must add up correctly.
10. The Foundation is not responsible for any expenses that exceed the approved grant amount.
11. Applications are now being submitted electronically. Print one copy of the finished application, get the appropriate required signatures, scan the completed application as a PDF then email it to the Foundation. See the application for specific submission requirements.
## SAMPLE BUDGET

<table>
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<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>EDMONDS CC FOUNDATION REQUEST</th>
<th>OTHER SOURCES OF FUNDING - LIST</th>
<th>TOTAL COST</th>
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<tbody>
<tr>
<td>Workshop Facility Rental</td>
<td>For 20 persons – ½ day</td>
<td>$362.33</td>
<td>$150 dept. budget</td>
<td>$512.33</td>
</tr>
<tr>
<td>Printed Materials</td>
<td>10 packets</td>
<td>$57.66</td>
<td>$50 from external agency grant</td>
<td>$107.66</td>
</tr>
<tr>
<td>Travel to workshop site</td>
<td>Travel/from Portland OR for 5 people</td>
<td>$451.12</td>
<td>$100 dept travel budget</td>
<td>$551.12</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$871.11</strong></td>
<td><strong>$300</strong></td>
<td><strong>$1,171.11</strong></td>
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Award winners will be notified by campus mail before June 30, 2016. Grant monies will be available in early July 2016 and must be used by June 30, 2017. You will receive an email explaining how to access your campus account with a budget number. The Foundation does not need to be contacted about the usage of your funds. You may access them anytime during 2016-17. No grant funds will be carried forward. All unused funds will be reclaimed by the Foundation on July 1, 2017.

**QUESTIONS?**

Contact the Michelle Cimaroli at michelle.cimaroli@email.edcc.edu or 425.640.1707 with any questions. Examples of previous grant winners may be found at [http://www.edcc.edu/foundation/grants](http://www.edcc.edu/foundation/grants).