



“BRIGHT IDEAS” MINI-GRANT PROPOSALS GUIDELINES

PURPOSE: The COM Foundation Mini-Grants Program supports projects that make a contribution to the college by improving teaching and learning and/or enhancing services to students. Full-time and adjunct faculty, instructional staff, and student services staff may apply for full or partial funding of projects. The maximum level of funding per project is \$5,000. Only one project per year per person will be funded. The number of grants funded is contingent on the amount of program funding each year.

CRITERIA: Projects will be funded according to the following selection criteria:

- 1) The project must support one or more of the College's Strategic Goals.
- 2) The project must be fully implemented within 12 months from the date of the award.
- 3) The project must demonstrate innovation and clear benefits to students.
- 4) Grant funds can be used for either a new project or for purchases which will significantly improve or enhance an existing initiative or program.
- 5) Travel or conference costs are not eligible for funding.
- 6) The Foundation will not provide tuition reimbursement for a faculty or staff member.

APPLICATION PROCEDURES: Mini-grant proposal requirements are below. Proposals can be submitted throughout the year and unfunded proposals can be resubmitted the next fiscal year. The proposals will be reviewed by members of the COM Foundation Board each month at their regular meetings.

COM FOUNDATION MINI GRANT PROPOSAL REQUIREMENTS:

- A purpose statement that includes how the project aligns with one or more of COM's strategic goals.
- A short narrative detailing the activity or use of materials/equipment.
- A project budget that includes actual costs (bids, estimates, etc.) and if requesting partial funding, include the source of additional funds (such as your department budget).
- A timeline of events or activities.
- A plan to assess the outcomes and expected impact on student learning and/or success.
- Proposals must be signed by the applicant, the applicant's dean or direct supervisor and the vice president of their area.
- Formatting requirements: PDF or Word document, 12 point type, double spaced, not to exceed three pages including the budget.

COMPLETION OF PROJECTS/REPORTS: One copy of a final report for the project must be submitted to the Foundation Office within 30 days of the completed project. The final report must include the use of the funds and the impact of the mini-grant on teaching, learning and/or student success. You will not be eligible to apply for another mini grant until the final report is submitted.

PRESENTATION OF RESULTS: Project results will be shared with the college community. Contact Mary Ann Amelang or Matthew Busby at mamelang@com.edu or mbusby1@com.edu if you have questions.