



Unrestricted Funding Request Guidelines

PURPOSE: These guidelines are for those requests that do not fall within general foundation funding priorities, including scholarships, emergency student assistance and the mini-grant program. A conversation with foundation staff is encouraged prior to requests to determine if the specific request is best suited for alternative funding, such as existing funds, grants, etc. 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 present clear benefits to students.
- 3) Request should not be within the normal budgetary scope of the college or available through existing foundation funding avenues.
- 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) Should be annual requests. Open to multi-year funding but with an annual request.
- 6) Travel or conference costs are not eligible for funding.
- 7) The Foundation will not provide tuition reimbursement for a faculty or staff member.

APPLICATION PROCEDURES: Proposals can be submitted throughout the year. Requests should be received no less than 30 days prior to funds being needed. Proposals will be reviewed by members of the foundation board prior to their monthly meeting and awarded or declined following.

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 funding on teaching, learning and/or student success.

PRESENTATION OF RESULTS: Project results may 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.