



**AVC FOUNDATION GRANT REQUEST – FALL 2015**

**Application Deadline: September 25, 2015**

Please submit this application to the Advancement and Foundation Office, Administration Building 118 or e-mail to [foundation@avc.edu](mailto:foundation@avc.edu).

- Incomplete applications and applications not meeting the criteria will not be reviewed.
- A progress report must be submitted to the Foundation Board of Directors through the Advancement and Foundation Office.
- Grantees have one year in which to use funds; funds not expended by December 31, 2016 will be forfeited and returned to the AVC Fund.

**APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Department/Division: \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_  
 Type of support:  Programs  Equipment  Faculty Support  Staff Support

**INFORMATION TECHNOLOGY SERVICES (ITS)**

Section to be completed by ITS Director for the support of ITS equipment/support only:

ITS Approval/Support:  Yes  No ITS Notes: \_\_\_\_\_

ITS Director: \_\_\_\_\_ (Print) \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

**ADMINISTRATOR’S SUPPORT**

Please rate the overall support of this request:

Low Priority  1  2  3  4  5 High Priority

Supporting Administrator: \_\_\_\_\_ (Print) \_\_\_\_\_ (Title)

Supporting Administrator: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

**GRANT REQUEST**

1. Purpose of the Requested Funds: How the activity/equipment will support and enhance the mission of your instructional or student services area?
2. Description of how funds will be used: Equipment acquisition, speaker honorarium, transportation costs, etc. Attach supporting documents (vendor bid, purchasing department requisition, etc.).

3. Duration/Timeframe:
  
4. Performance Outcomes: Please describe who will be involved and who will benefit from these activities. How will success be measured?
  
5. Budget: Please provide a breakdown of budget. Please list any funds that have been secured and additional sources of funds available for this project.
  
6. Stewardship: Explain how you will acknowledge the Foundation's contribution, including marketing materials. If you're instructional/services area has recently benefited from the Foundation's mission in any way, let us know.