



AVC Annual Foundation Grant Awarding Guidelines 2025- 2026 Academic Year

The AVC Foundation Grants program assists AVC faculty with one-time, non-recurring purchases not funded from the college/district budget and directly supports students for the betterment of Antelope Valley College and its educational mission.

Grant awards are funded by the Foundation's Antelope Valley Community Students' Endowment.

Once a completed application is received, a committee will confirm eligibility, evaluate the student impact, and award available grant funds. Incomplete applications will not be accepted, including those missing administrator approval and, if required, approval from ITS.

Timeline: September 15, 2025 – Application Opens
October 17, 2025 – Application Closes (Friday at 11:30 a.m.)
November 3, 2025 – Awardees notified
February 28, 2026 – All requisitions submitted and approved
March 27, 2026 – All funding expended

After approval of grant award there are two steps to complete.

Step 1 – Complete the Foundation funds request form
(<https://www.avc.edu/foundation/forms>)

Step 2: Establish a purchase order per District policy.
(<https://www.avc.edu/administration/busserv/guidelinespolicies>)

Examples of items that cannot be considered:

- Purchases that require recurring financial support
- Scholarships
- Alcoholic beverages
- Salaries
- Sponsorships
- Requests for programs that do not directly benefit the students of AVC
- Funding for religious or political purposes
- Multi-year pledge requests
- Items for personal use
- Food/beverages for departmental celebrations, festivals or events
- Marketing materials or consumables
- Student Clubs
- Professional Development including travel

Direct any questions to Samantha MacConnell, Foundation Coordinator, at extension 6111 or samantha.macconnell@avc.edu.



AVC Annual Foundation Grant Application 2025 - 2026 Academic Year

Completed applications must be received by 11:30 a.m. on October 17, 2025. Submit Adobe signed applications to Samantha MacConnell at the Foundation Office or samantha.macconnell@avc.edu. Incomplete applications will not be considered. Grantees have until March 27, 2026 to expend any awarded funds. Any unused funds will be forfeited and returned to the grant program account.

APPLICANT INFORMATION	
Name:	Title:
Department/Division:	Total Amount Requested: \$

INFORMATION TECHNOLOGY SERVICES (ITS) Section to be completed by ITS Director for the support of ITS equipment/support only		
ITS Approve/Support: <input type="checkbox"/> Yes <input type="checkbox"/> No	ITS Notes: _____	
ITS Director: _____		
(print)	(signature)	(date)

ADMINISTRATOR'S SUPPORT This section is to be completed by the supporting administrators		
Rate the need for this request:	Low Priority <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 High Priority	
I support this grant request and acknowledge that this directly benefits our students and is not something that can be funded through our departmental budget.		
Dean:	<hr style="border: 0; border-top: 1px solid black;"/> (signature)	<hr style="border: 0; border-top: 1px solid black;"/> (date)
Vice President, Academic Affairs:	<hr style="border: 0; border-top: 1px solid black;"/> (signature)	<hr style="border: 0; border-top: 1px solid black;"/> (date)

GRANT REQUEST DETAILS

1. **Purpose of the Requested Funds:** How will the activity/equipment support and enhance the mission of your instructional or student services area?

2. **Budget:** Provide an itemized breakdown of how the funds would be used. Please list any funds that have been secured and additional sources of funds available for this project

Description (include breakdown)	Cost
Total Requested:	

Budget Notes (optional):