AVC Foundation Grant Guidelines and Application
Spring 2018

The AVC Foundation Grants program assists AVC campus entities with awards for activities or purchases that are not funded from the college/district budget. Grants are provided by the AVC Foundation general fund ("AVC Fund"), through unrestricted employee giving and donor contributions.

Grants are awarded for activities and purchases that directly support faculty, staff, and students for the betterment of Antelope Valley College and its educational mission. The AVC Foundation needs information on how your proposal provides that support, how you will spend the funds, past and future funding of this or similar activities, and cooperation between your area and the Foundation. A Foundation grants review committee will review applications. Please direct any questions to Lisa O'Leary at the Foundation Office, at ext. 6055.

The Foundation Grants are awarded in the following categories and must provide a direct student benefit:
- Programs
- Faculty Support
- Equipment
- Staff Support

The funds must be one-time, with no recurring expenses.

AVC administrator must approve and support your request before submission.

Information Technology Services (ITS) must review and approve any/all computers, software, or IT equipment contingent to the application before submission.

Items that may be considered:
- Honoraria for speakers
- Equipment and software (ITS Reviewed)
- Support for course field trips
- Outreach to high schools
- Printing for department or program needs
- Books for special college programs to benefit students

Items that will not be considered:
- Food for department parties
- Food/flowers for campus activities over $100
- Scholarships for students
- Expenses that are available through a college budget
- Alcoholic beverages
- Salaries
- Sponsorships of other non-profit organizations
- Requests for programs that do not directly benefit the faculty/staff or students of AVC
- Multi-year pledge requests
- Funding for religious or political purposes
- Items for personal use
- Activities or events that do not include student involvement

AVC Foundation Grant Request Application – Spring 2018
Application Deadline: March 29, 2018

Please submit this application to the Foundation Office located in A118 or email to loleary@avc.edu. Incomplete applications and applications not meeting the criteria will not be reviewed. Grantees have until May 31, 2019, to expend the funds. Any funds not spent will be forfeited.

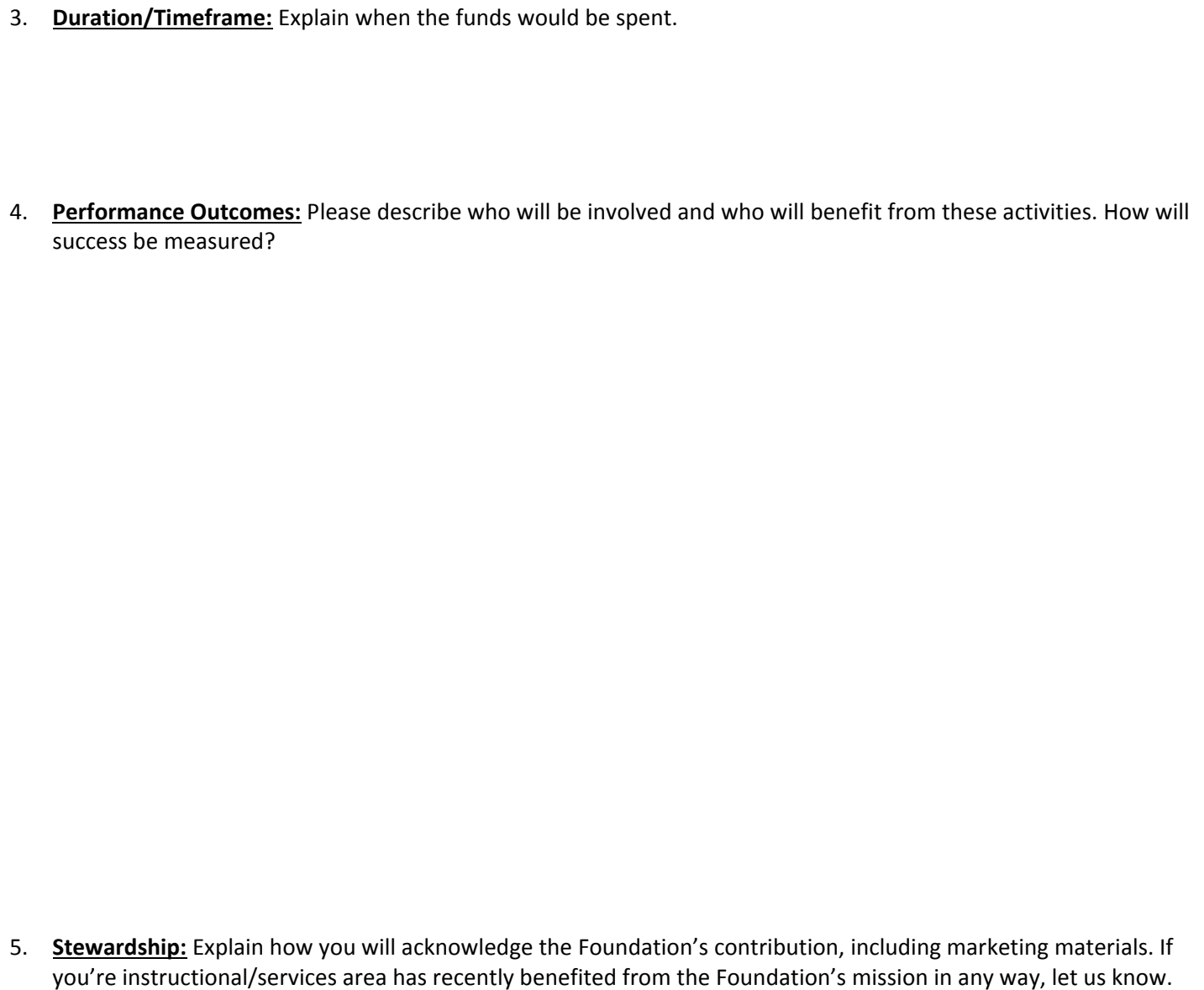| APPLICANT INFORMATION |
| --- |
| Name: Title: |
| Department/Division: Total Amount Requested: $ |
| Type of Support Requested: ☐ Programs   ☐ Equipment   ☐ Faculty Support   ☐ Staff Support |

INFORMATION TECHNOLOGY SERVICES (ITS)
Section to be completed by ITS Director for the support of ITS equipment/support only
ITS Approve/Support: ☐ Yes ☐ No   ITS Notes:
ITS Director: _____   _____   _____
(print)   (signature)   (date)

ADMINISTRATOR'S SUPPORT
This section is to be completed by the supporting administrator
Please rate the overall support for this request: Low Priority ☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5 High Priority
Supporting Administrator: _____   _____
(print)   (title)
Supporting Administrator: _____   _____
(signature)   (date)

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:** Explain when the funds would be spent.

4. **Performance Outcomes:** Please describe who will be involved and who will benefit from these activities. How will success be measured?

5. **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.

6. **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
Event tickets ($25 each x 5 students)	$125.00
2 guest speakers ($20 x 2 events x 2 speakers)	$80.00
Travel expenses for 5 students, not to exceed $800	$800.00
Total Requested:	$1,005.00

Description (include breakdown)	Cost
Total Requested:	

Budget Notes (optional):