

Los Medanos College Foundation

Mini-Grant Proposal 2012-2013

Cover Page

The LMC Foundation Board of Directors is pleased to extend this opportunity to provide funds for programs or projects not funded through the annual college budget. The mini-grants are available to faculty, staff and managers of the college. The *Foundation's purpose* of the Mini Grants is to address the College's goal #4: Ensure the fiscal well being of the college.

APPLICATIONS

Completed mini-grant proposal applications must be submitted to the Foundation via hard copy and email: lmaynes@losmedanos.edu , mailbox #30

<i>Timeline</i>	<i>Date Due</i>
Mini-Grant Process Begins - Applications Available	October 02, 2012
Mini-Grant Applications Due in Foundation Office - 2:00 PM	October 30, 2012
Mini-Grant Applications Approved by LMC Foundation Board	November 13, 2012

AMOUNT OF MINI-GRANTS

Mini-grants awarded will be for a minimum of \$200 and **maximum** of \$1,000.

MINI-GRANT CRITERIA

Grant requests will be evaluated based on responses to the questions on the application form, all questions must be answered. Proposals will be considered only if regular college funding is not available. Funds will not be awarded for equipment. In addition, funds cannot be used to pay salaries, consultant fees, payroll-related expenses, or legislative activities. *Previously funded Mini Grant projects will not be considered for funding.* Funds must be expended by June 30 of the award year. All mini-grant applicants must agree to provide a follow-up report at the conclusion of the project or program within one year from the original allocation date. Receipts and invoices are required as proof of expenditures. The LMC Foundation must be acknowledged in any marketing as the funder. Incomplete applications will not be considered-no exceptions.

EVALUATION AND SELECTION

The review and selection committee will consist of a subcommittee of LMC Foundation Board of Directors.

QUESTIONS

Please call the Foundation Office if you have any questions, ext. 3215.

MINI-GRANT PROPOSAL APPLICATION 2012-2013

This application is to be completed by the mini-grant requestor, must be approved by your Dean/Manager and then submitted to the Foundation Office by the due date. Please carefully read the questions and be concise in your responses. Your responses should be limited to the space provided – no additional sheets will be considered **except for your itemized budget**. The Mini-Grant Review Committee will give each completed application that meets the specified criteria, outlined on the Cover Page, its full consideration.

NAME OF PROGRAM OR PROJECT: Children's Reading Area

Amount Requested: \$ 1000

Mini-Grant Applicant Shellie Jacobson – Adjunct Librarian

Print name and title

Applicant signature

Date

1. Describe the need or the problem this project will address. Describe how your program/project will address the need and specifically how the Foundation funds will be used.

The LMC Child Study Center would like to bring children to the library for story time and reading activities. This project will create a children's space in the LMC Library. The area will be used by staff, students and children from the Child Study Center as well as children who come to the library with their parents. The space will house the library's picture book collection and have child-sized furniture and floor seating. Foundation funds will be used to purchase picture book shelving, a small table with chairs, and floor cushions.

2. How will Los Medanos College benefit from your program /project being funded? **Which college goal will this program address? *LMC Educational Master Plan Goals #1. Improve the learning of students. #2. Create an educational environment in which all people have a chance to fully develop their potential and achieve their educational goals. #3. Offer high quality programs that meet the needs of students and the community. #4. Ensure the fiscal well being of the college. #5. Enhance a culture of innovation, inclusiveness, and collaboration. #6. Establish a culture of research and planning, implementing, assessing, and improving.** Please include the number of students that will benefit from your program/project.

The college goals that this program will address are numbers 1, 2, 3, and 5.

The students in the Child Development program will benefit by having a space available to work with young children on reading skills in a library setting. Student parents and those from the LMC community will find the children's reading area to be a welcome place for their children to use while they study nearby. This project represents a collaboration between the Library and the Child Study Center.

3. What is the total anticipated cost of your program/project (**must** attach itemized budget)?
\$ 1000

4. If funding is approved, can your program/project be completed by June 30, 2013? **YES**

5. If the amount requested is less than the total budget, how do you expect to fund the additional amount?

6. List the desired outcomes and results you expect to achieve from this program/project.

- Young children will have an inviting space of their own in the library, making it easier for their parents to study
- Students from the Child Study Center will be able to work with children on early literacy projects in the library

7. What anticipated publicity for the *LMC Foundation* would the program/project generate?

- We will acknowledge the LMC Foundation with a permanent sign located in the reading area, acknowledging their contribution.

8. Dean/Manager: Please be advised, your comments regarding this program/project will weigh heavily in the decision of the committee.

If the applicant indicated that the requested amount is less than the full amount of the budget (Question #5), please address the applicant's answer.

Division Dean/Manager Signature (**required before submission to the Foundation**)