



North Platte Community College Foundation

North Platte Community College Foundation Mini-Grant Program Guidelines and Application Form

The North Platte Community College Foundation Mini-Grant Program provides staff, full-time faculty and part-time instructors the opportunity to develop projects in areas including, but not limited to: enhanced student learning and performance; curriculum development; innovative uses of technology; development of instructional activities; professional development; the purchase of instructional equipment/technology; or other projects that would not normally be funded by instructional or non-instructional enhancement funds or departmental budgets. Funded projects must be completed within one year of the award.

Examples of activities that meet the Foundation's mission include, but are not limited to:

- Instructional or extracurricular equipment, technology, or supplies
- Student travel to a conference, training, or extracurricular activity
- Special events that enrich campus life, such as a guest speakers
- Event costs for student related programs

Examples of ineligible requests include, but are not limited to:

- Items or activities that provide primarily personal rather than professional or academic benefit
- Individual scholarships (the Foundation and Financial Aid have other mechanisms for providing student scholarships)
- Activities or items that are not directly related to North Platte Community College students, faculty, staff, or potential/future students
- Food for department parties
- Expenses that are available through a college budget
- Funding for religious or political purposes

The minimum grant request is \$100. While there is no maximum request, the Foundation anticipates making awards in the range of \$100 – \$1,000. Applicants should consider requests as one-time funding opportunities.

Selection Process

Each division or department can submit one grant request per semester. Proposals will be reviewed and selected by a committee of North Platte Community College Foundation Board members. The Mini-Grant Committee will not include any College employees. The Director of Institutional Advancement may request additional information from an applicant if needed by the committee to complete its review and selection.

Timelines

There will be two annual cycles of mini-grant awards, as outlined below:

	Fall Cycle	Spring Cycle
Application Due Date	October 24	March 6
Notification of Award	November 30	April 17
Award Cycles	January 1- December 31	July 1- June 30

Grant awards exceeding \$500 will receive 75% of the grant award at the beginning of the project and the remaining 25% upon project completion. Awards of \$500 or under will receive all grant funds at once. Funds must be spent within 12 months of award. For extenuating circumstances, requests for extensions must be submitted in writing to the Foundation office and will be considered on a case-by-case basis by the Mini-Grant Committee.

Successful applicants will be asked to provide a short written summary of the benefits/outcomes of receiving funding after their project or idea is complete. Photographs may be arranged and stories may be featured on the Foundation's or Mid-Plains Community College website and/or other materials.



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Project Name:

Applicant Name:

Contact E-mail and Telephone Number:

Amount Requested: \$

(Minimum request: \$100 – attach budget to application)

1. Please describe your idea, program, event or project. Describe how the Foundation's funding will be used, who will benefit (include number of students if appropriate) and expected outcomes/results.

2. How does your request support the Foundation's mission? Your project must meet this criteria in order to be eligible for funding.

3. Have you considered other funding sources for your request? Please explain.

4. If your project entails ongoing costs, how do you plan to sustain it?

5. If your project impacts other College departments (such as facilities, technology, or business office) have you consulted with them? Please explain.

Primary Contact Person (Signature required)

Division Chair or Supervisor (Signature Required)

I reviewed and support this proposal.

It aligns with program goals.

Other funding is not available at this time.

Please submit this application to Bonnie Kruse, Area Director of Institutional Advancement at kruseb@mpcc.edu or return it to the Advancement Office. Applicable deadlines are noted in the Grant Application Guidelines.