



## CAMDEN COUNTY COLLEGE FOUNDATION MINI-GRANT APPLICATION — GENERAL GUIDELINES

### **PURPOSE**

The Camden County College Foundation Mini-Grant Program supports self-contained projects that make a contribution to the College by improving the quality of the teaching and learning process. Full-time and adjunct faculty, teaching administrators, and librarians may apply to the Foundation for full or partial funding of projects. Grant funds will be awarded to support scholarly projects, develop innovative ideas, and encourage the design of instructional models and strategies to enhance student learning. The maximum level of funding per project through the mini-grant program is \$1,500, with a maximum of 3 funded projects per year.

### **SELECTION CRITERIA**

Projects will be funded according to the following selection criteria. Priority will be given to new and innovative programs:

- 1) The project must support one or more of the College's Strategic Plan issues/initiatives
- 2) The project must accomplish its goal within the established timeline. All projects must be completed within 12 months from the date of the award.
- 3) The project must demonstrate a clear benefit to the College community.
- 4) The project must encompass goals not within a faculty member's normal work duties. Eligible projects must not duplicate existing activities nor should they be part of a faculty or staff member's normal workload.
- 5) The budget should be planned as a cost-effective use of grant funds and other College resources.
- 6) Travel and attendance at conferences and conventions will be funded only if they are integral to the completion of the project and NOT the main purpose for funding. The maximum total amount allowable for travel and conference registration is \$500.
- 7) The project must be self-sustaining at the end of the funding period. The funded project should have an established administrative management process at the College.
- 8) The Foundation will not provide tuition reimbursement.
- 9) Successful applicant will receive 50% of the funding upon award of the grant and the balance upon receipt of the final project report.

### **APPLICATION PROCEDURES**

The Executive Director of the Foundation will develop the final application procedures.

### **COMPLETION OF PROJECTS/REPORTS**

One typed copy of the final report for the project must be submitted to the Foundation Office within 30 days of the completed project deadline. Reporting form outlines will be furnished upon request; contact Melissa McKelvey at [mmckelvey@camdencc.edu](mailto:mmckelvey@camdencc.edu) to receive a copy. Results of the project must be shared with the College community through professional development seminars and/or departmental reports at a Division meeting.

For more information, please contact Melissa McKelvey at [mmckelvey@camdencc.edu](mailto:mmckelvey@camdencc.edu) or ext. 4946.