

# PALO VERDE COLLEGE FOUNDATION

## FACULTY GRANT PROGRAM POLICY

The Palo Verde College Foundation Faculty Grant Program was established to assist Palo Verde College campus entities with small requests that may not receive funds from the general district budget. The fund is established from Foundation general funds, direct donor contributions to the general funds, and direct donor contributions to the Faculty Grant Program.

Grants will be awarded for items or endeavors that directly support the faculty/staff and students for the betterment of Palo Verde College

The Palo Verde College Foundation Faculty Grant Program will accept requests of \$500 or less to be considered throughout the year and awarded until funds are no longer available. Requests will be considered according to the following criteria.

### ITEMS THAT MAY BE CONSIDERED

- ❖ Staff development and recognition
- ❖ Travel for professional development
- ❖ Honoraria for expert speakers
- ❖ Minor equipment and/or educational software
- ❖ Support for course field trips
- ❖ Outreach to local feeder schools (High Schools, Community Based Organizations, Adult Schools, etc.)
- ❖ Promotional banners and signage
- ❖ Printing for department or program needs
- ❖ Books for college program to benefit students
- ❖ Event costs for student related programs

### ITEMS THAT MAY NOT BE CONSIDERED

- ❖ Food for department parties
- ❖ Food and flowers for campus activities over \$100
- ❖ Scholarships for students
- ❖ Expenses that are available through a college budget
- ❖ Alcoholic beverages
- ❖ Sponsorships of other non-profit organizations
- ❖ Requests for programs that do not benefit the faculty/staff or students at Palo Verde College
- ❖ Multi-year pledge requests
- ❖ Funding for religious or political purposes
- ❖ Items for personal use
- ❖ Direct gifts to students/faculty
- ❖ Direct funds to students/faculty

Please use the Palo Verde College Foundation Faculty Grant Application form (attached) to request a grant. For information or to receive the grant form, please contact the **Palo Verde College Foundation at (760) 921-5440**

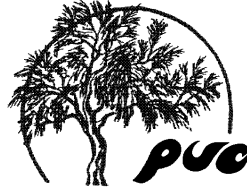
In Witness Hereof, the Board of Directors of Palo Verde College Foundation has approved the Faculty Grant Program Policy by resolution adopted on January 16, 2008.

Palo Verde College Foundation

By: \_\_\_\_\_  
Jill Johnson, President

By: \_\_\_\_\_  
James W. Hottois, Secretary

PALO VERDE COLLEGE



FOUNDATION

FACULTY GRANT PROGRAM APPLICATION

Please use this form to apply for a Palo Verde College Foundation Faculty Grant. The College Foundation Faculty Grant Program is established to assist Palo Verde Community College campus entities with small requests that may not receive funds from the general district budget. The fund is established from Foundation general funds and direct donor contributions to the Faculty Grant Program.

Dedicated budget fund requests must be submitted to the college President's Office before the 10th day of the month. The Foundation Executive Committee will be contacted to determine whether or not the request will be approved. The Committee's decision will be provided by the 20th day of the month and the applicant notified of their decision by the last day of the month. Approved grant application requests will be provided to the Foundation Board at their next meeting as an information item. Foundation Faculty Grant requests of \$500 or less will be considered throughout the year and awarded until funds are no longer available. Please follow the process described below.

- 1. Fill out the form below, completely answering all questions.
2. Acquire the appropriate signature and approval as indicated.
3. Requests must be submitted to the college President's Office by the 10th day of the month.
4. Based upon the Foundation Executive Committee's review, the applicant will be notified of their decision by the last day of the month the application was submitted.
5. The Foundation Board will be provided with grant request decisions as an information item at their next regularly held board meeting.

For more information contact Palo Verde College Foundation Office at (760) 921-5440.

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Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Phone No./Extension: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Date needed by: \_\_\_\_\_

Purpose of requested funds: \_\_\_\_\_

Description of need for funds: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vice President Approval \_\_\_\_\_ Date \_\_\_\_\_

For Foundation use only: Foundation Approval: \_\_\_\_\_

Amount Funded: \_\_\_\_\_ Date Paid: \_\_\_\_\_