DATE: August 20, 2014

MEMO TO: PCC All Users

MEMO FROM: Elizabeth Townsend, Executive Director

SUBJECT: PCC Foundation Mini-Grant Project Proposals

The PCC Foundation will receive proposals for mini-grant projects through **Friday, October 10, 2014**. The Piedmont Community College Board of Directors designated $12,000 of its 2014-2015 budget for mini-grants. The budget of $12,000 will be used to fund mini-grant proposals that will benefit Piedmont Community College and the students served by the College.

Attached is the Mini-Grant Project application. Please complete the form and return it to the Foundation office on the Person County campus by Friday, October 10 at 4 p.m. After all submissions have been received, you will be asked to **provide a 5-7 minute presentation** to the committee on a designated date.

All areas of the College are invited to submit proposals. Your **creative and innovative** projects/programs, as well as those basic projects that could not be funded within the state budget, are eligible for submission. If a project cannot be funded within the Foundation’s budget, and the College Programs Committee sees that the project warrants funding, other external opportunities will be pursued.

**PLEASE REMEMBER** - Mini-grant proposals must be for the benefit of the College and students. Proposals for the individual employee's benefit are not eligible for consideration.

If you have any questions, please call me on the Person County campus, 322-2102.

Thank you.
MINI-GRAJNT PROJECT

REVIEW AND SELECTION PROCESS: Proposals are evaluated by Piedmont Community College Foundation’s College Programs Committee.

ELIGIBLE FOR SUBMISSION: Creative and innovative projects/programs, as well as those basic projects that could not be funded within the state budget.

The committee considers the following factors in evaluating proposals:

- Creativity
- Involvement of and benefits to students
- Effective use of requested funds

GUIDELINES:
Projects should directly involve students as much as possible. An audiovisual program developed for classroom use, for example, should be written and produced by students.

Project funds can be used to buy equipment, BUT ONLY IF EQUIPMENT IS ONE COMPONENT OF A WELL-PLANNED PROJECT.

Project funds can be used to compensate experts coming to work with students, but not to pay staff. When such compensation is involved, it is very carefully reviewed; some expert services can be volunteered.

RESPONSIBILITIES: Mini-Grant Project recipients are responsible for the following:

1. Submitting a written evaluation of the project, a simple financial statement, and receipts for expenses two weeks after its conclusion.

2. Accepting the support of the Foundation volunteer assigned to the project and communicating with this volunteer as the project is implemented.

3. **All mini-grant project funds must be spent by June 30, 2015.**

For more information about the Mini-Grants program, please contact:

Elizabeth Townsend  
Piedmont Community College Foundation  
P. O. Box 1101. Roxboro, NC 27573  
(336) 322-2102  
Elizabeth.Townsend@piedmontcc.edu
TITLE OF PROJECT

Submitted by: ____________________________

Applicant(s)

______________________________
Division/Department

______________________________
Home Phone                     Work Phone

Amount of Request: ____________________________

I have read this application and, to the best of my knowledge, the materials requested are not available at the College at this time.

______________________________
Supervisor’s Signature

______________________________
Vice-President’s Signature

SEND TO:
Elizabeth Townsend
Piedmont Community College Foundation
P. O. Box 1101, Roxboro, NC 27573
(336) 322-2102   Elizabeth.Townsend@piedmontcc.edu
MINI-GRANT PROJECT APPLICATION

(Please type)

Title of Project: _____________________________________________________________

Budget Request: ____________________________________________________________

Number of students to be served by this project: _________________________________

Target Population: __________________________________________________________

Duration of Project: To Begin ___________ To Be Completed ________________
                    (Date)                             (Date)

PROJECT DESCRIPTION (summary format):
GOALS AND OBJECTIVES:  (What do you hope to accomplish?)

SCHEDULE OF ACTIVITIES:  (Include beginning and ending date of project.)

EVALUATION:  (How will you determine whether your objectives have been achieved and whether your project is successful?)
DETAILED BUDGET REQUEST: (List each item separately with cost.)

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TOTAL

ADDITIONAL FUNDS: (Please explain if additional funds are available to you and list the sources of these funds.)