**PHCC Foundation Mini-Grant Application**

## Guidelines

- Any fulltime faculty or staff may apply for up to $500 for a project in any discipline.
- The committee will review grants until the $2,500 yearly budget is exhausted.
- Applications will be reviewed on a rolling basis throughout the school year.
- Applications must be submitted at least 30 days in advance of a funding need.
- Funding decisions will be based on committee review of applications.
- Proposed project activities should further the mission and goals of PHCC.
- Requests must be for creative and innovative student-based projects.
- Individuals are only eligible to receive funding once every three years.
- If funded, applicants will be responsible for submitting a final grant report at the conclusion of the funding period.
- The application should not exceed four pages in length.

## Application

1. What is the project title?
2. Please list the names of all applicants associated with this application.
3. What is the project start and end date?
4. What is the total amount being requested?
5. What is the purpose (project/activity, etc.) for which funding is being requested?
6. Please provide a brief description of the proposed activity.
7. How does the project benefit PHCC?
8. How many students/faculty/community members, etc. will participate in or be served by this project/activity?
9. How will the project's performance and progress be evaluated and measured?
10. If successful, how will you share lessons learned with peers in order to contribute to PHCC best practices? How can this project be replicated in other classes or divisions?
11. Please provide a budget, detailing how funds will be spent.

Applicant's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Return completed applications to:
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Patrick Henry Community College Foundation