



## Faculty & Staff Innovation Grants Application

The Cerritos College Foundation invites applications for grants up to \$5,000, for innovative projects that enhance student learning, promote student success, and support student equity. Please review the eligibility and guidelines below.

### Application Guidelines

1. Any part-time or full-time faculty member and staff of Cerritos College may apply.
2. Grants applications must address at least one the following areas supporting student success:
  - a. Program development or enhancement
  - b. Student Equity
  - c. Equipment critical to program enhancement or effectiveness\*
3. Completed proposals including a project budget must be submitted electronically to the Cerritos College Foundation by 11:59 p.m. on October 8, 2023. Submit your application materials via email (electronic signatures are acceptable) to [Foundation@cerritos.edu](mailto:Foundation@cerritos.edu). Applications received after the deadline will not undergo consideration.
4. If granted, equipment and supplies purchased with grant dollars become the property of Cerritos College. In the event that an instructor/applicant leaves employment at the college, the property purchased with the grant must remain with the College.
5. All printed materials related to a selected grant must list the Cerritos College Foundation as the project sponsor.
6. A final narrative and budget report for a selected grant project must be received by the Foundation within 30 days of project completion date. Photographs and/or information that document the project and its outcomes must be included in the final report.

### Funding:

Award notifications will be emailed the week of October 16, 2023, along with instructions on how to access funds. Funds must be used as described in the applicant's proposal by April 15, 2024. Funding not spent by due date will be returned to the respective funding sources. Final reports must be submitted by April 15, 2024 before being considered for another grant. *Note: Flex-credit is not awarded for personnel-related requests.*

### Grant Dates:

- Applications opens: September 1, 2023
- Applications close: October 8, 2023 at 11:59pm
- Application Review by Faculty & Staff Grants Committee: 2<sup>nd</sup> Week of October
- Grant Award notices: Week of October 16, 2023
- Grant Report Due: April 15, 2024

*Please feel free to contact Executive Director Martha Pelayo at [mpelayo@cerritos.edu](mailto:mpelayo@cerritos.edu) or extension 2719 with any questions.*



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*Grant awards range: Up to \$5,000*

Name of Applicant: \_\_\_\_\_

Department, Division, or Area: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Email: \_\_\_\_\_ Office Extension: \_\_\_\_\_

## Proposal

Proposed Project Title:

Project Summary (Limit 100 words):

Project Description and Purpose, continue to the next page or attach additional pages if needed (Limit 1,000 words):



Project Description and Purpose, Continued:

Explain how the grant will promote student success and/or equity, attach additional pages if needed (Limit 500 words):

How does the project align with the Cerritos College Mission and Educational Master Plan? (Limit 250 words)

Provide the projected number of students served by the project.



## Evaluation

How will you measure the success of your proposed project?

What impact do you expect to measure at the completion of the project? Define the method of measurement.

Provide a timeline for project outcomes, milestones, and/or deliverables. Attach additional pages if needed.

Amount Requested: \_\_\_\_\_

*Attach a complete Project Budget with your application. \*Please note that personnel costs are not an allowable expense.*

Signature of Applicant: \_\_\_\_\_

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

Signature of Appropriate Dean/Chair: \_\_\_\_\_

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

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Application and budget due to the Cerritos College Foundation by 11:59 PM on October 8, 2023

