333 East 8th Street, Oakland, CA 94606   510.587.7809

2019 - 2020

CLASSROOM ENRICHMENT GRANT REQUEST FORM

The Foundation has changed guidelines, policies, and procedures for funding requests. Please review the following guidelines carefully before submitting a request for financial support from the Foundation through this program.

In addition to the scholarships, the Foundation recognizes and appreciates the commitment and talent of the faculty and staff, so it has also designated five (5) $1,000 for grants to support faculty in the classroom or staff-driven programs that support student achievement. The committee comprised of retired Peralta faculty/staff, Foundation and community members will review the applications. Preference will be given to requests that benefit *all* of the students in a specific class or program, such as speaker fees, equipment, or relevant field trips with a clear purpose and focus. Please note that preference will be given to classes that meet requirements for completion of an Associate's Degree or for transfer to a four-year college or university. A department chair, dean or vice chancellor approval is required for all grant requests.

- Only Peralta faculty and staff may apply for grants.
- An applicant may apply only once per year.
- One may be awarded grants two successive years in a row then a one-year break is required.
- Applications for partial funding must indicate the names of other funding sources being sought, the amount of the funding and the status of the request (i.e., confirmed, pending)
- Please type applications. Incomplete applications will not be considered.
- NOTE: Successful applicants must submit a brief narrative (up to 2 pages) describing how the grant was used and the learning outcomes achieved, along with financial documentation (i.e., receipts) within 60 days of the use of the funds. Failure to do so may affect future grant considerations.

Faculty grant application deadline for fiscal year 2019-2020: Friday, November 1, 2019.

The selection committee will notify recipients before the close of the Fall 2019 semester and award checks will be issued in January 2020. Should the committee not award all of the funds allocated it will announce a spring cycle in late January, 2020.

Date submitted: _____   **Amount requested from Peralta Colleges Foundation**: _____

Name of person(s) requesting funding: _____

Phone #: _____   **Email:** _____

Location: □ Alameda   □ Berkeley   □ Laney   □ Merritt

Dept. Chair, Dean or Vice President's Signature: _____

Phone #: _____   Date: _____

If your request is funded, to what department/unit should the check be payable?

_____

For the following sections, please use as much space as you need but, please, be concise!

- **Reason for the request:** (e.g., speaker series)

- **Dates or timeframe:**

- **Why is this request necessary?**

- **Is the activity going to be incorporated into the class curriculum?**

- **Describe the anticipated learning outcomes and the impact that funding the request would make possible.**

- **Describe how funds will be used. Describe the project or event; who will be involved; what activities will take place; project schedule, etc. Be sure to include how many students will benefit.**

- **Budget: Total cost of the project or the activity (*please itemize*):**

- **Will you be raising a portion of the necessary funds?**   □ Yes   □ No

    o **If yes, how will the funds be raised?**

    o **Projected amount to be raised?**

    o **Amount requested from the Peralta Colleges Foundation?**

    o **Amount financed through donations or other mean (please identify sources and amounts)?**

If you are funded, you must provide a written report to the Peralta Colleges Foundation <u>within 60 days</u> of the final use of the funds and provide a detailed budget with receipts. Failure to do so may affect consideration for future funding. Grantees may be invited to make presentations to the Foundation's Board of Directors.

FOUNDATION USE ONLY

Approved: _____   *Denied:* _____   *Date:* _____

Amount Approved: _____   *Date Funded:* _____   *Notification Date:* _____

Committee Chair: _____   *Executive Director:* _____