Cabrillo College Foundation & Associated Students of Cabrillo College
$76,000 Available in Grants for Faculty and Staff

There is over $76,000 available this year to award from the following three grant programs:

- Cabrillo College Foundation’s Crocker Endowment Grants (3 types described below)
- Cabrillo College Foundation’s Faculty Grants for Student Success
- Associated Students of Cabrillo College College-Wide Support Grants

1. Submit only ONE application for all three grant programs (see below for eligibility)
2. Your Dean’s signature is required on application.
3. ASCC Funding must be spent by April 30, 2013. Final reports due April 30, 2013. Unused funds will be returned to ASCC.
4. All other funding must be spent by October 1, 2013. Final reports due October 1, 2013. Unused funds will be returned to respective sources.

DEADLINE: October 1, 2012 by 5:00 pm
One hard copy to Cabrillo Foundation, Sesnon House, Room 1825 (upstairs) OR a scanned copy with your Dean’s signature may be emailed to foundation@cabrillo.edu

ELIGIBILITY:

Crocker Campus-Wide Endowment Grants All Cabrillo College faculty and staff are eligible to apply. Grants may be used for equipment and maintenance, technology and upgrades, and program support to enhance students’ learning experience. Grants do not support what is ordinarily covered by the college general fund, including staff positions. Selection is made by the Cabinet.

Crocker VAPA Endowment Grants All Cabrillo College faculty and staff are eligible to apply. Grants may be used for equipment and maintenance, technology and upgrades, and program support to enhance students’ learning experience in the VAPA department. Grants do not support what is ordinarily covered by the college general fund, including staff positions. Selection is made by Dean of VAPA.

Crocker Dental Hygiene and Allied Health Endowment Grants All Cabrillo College faculty and staff are eligible to apply. Grants may be used for equipment and maintenance, technology and upgrades, and program support to enhance students’ learning experience in the Dental Hygiene and Allied Health department. Grants do not support what is ordinarily covered by the college general fund, including staff positions. Selection is made by Dean of HAWK.

Faculty Grants for Student Success All Cabrillo College faculty (including adjunct) are eligible to apply. Grants have been provided to improve instruction and may be used to buy equipment, support course work, and pay for related costs for presenting at conferences. Selection is made by FGSS committee.

ASCC College-Wide Support Grants All Cabrillo College faculty and staff are eligible to apply. Grants are to enhance educational opportunities for students and promote student success. New applicants will be favored. Maximum award is $1,300 per proposal. Selection is made by ASCC Committee.
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HOW TO APPLY:
1. Complete the attached application with approval/signature of your dean
2. Provide proposal which must include:
   a. Your name, job title, proposal title, phone number, and email address
   b. Narrative describing:
      i. The project, activity, or equipment for which funding is sought
      ii. How the grant will benefit students
      iii. Timeline for the project and budget
      iv. Specific measurable outcomes and objectives that will allow you to gauge the success of your project
3. Maximum 2 pages, single spaced, using a standing 12 point font and 1 inch margins
4. Submit one hard copy to Cabrillo College Foundation, Sesnon House, Room 1825 (upstairs) OR a scanned copy with your Dean’s signature may be emailed to foundation@cabrillo.edu

SELECTION:
Proposals are scored and selected based on the following scoring rubric:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Possible Points (50)</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1) Program Description  
  a) Purpose and need;  
  b) How funds will be used;  
  c) How it relates to student success. | 20 | Description of each section (a,b,c) is clear and concise. The funding is justified and will enhance student learning. |
| 2) Numbers served: How many students and how many classes will be served? | 10 | Quantify the number of students and classes that will benefit from this proposal. |
| 3) Longevity: How long will the funding benefit students and Cabrillo? | 5 | Quantify the number of months and/or years this funding will serve students. |
| 4) Detail Budget: List of items and the cost of each item. | 5 | The budget is clearly presented and shows the price of each item and the total cost of the proposal. |
| 5) Contingency Plan – Other funding considered. | 5 | Indicate if there is a plan to implement this program if it is not funded or partially funded. Indicate if you are applying for funds from other sources. |
| 6) Professionalism | 5 | Submit a well-written proposal that adheres to criteria and guidelines. |
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FUNDING:
Applicants of funded proposals will be notified via email after November 7, 2012 with instructions on how to access funds. Funds must be used as described in the applicant’s proposal.

<table>
<thead>
<tr>
<th>Grant Program</th>
<th>Spending Due Date</th>
<th>Final Report Due Date</th>
<th>Submit Final Report To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crocker Endowment Grants (all 3 types)</td>
<td>10/1/13</td>
<td>10/1/13</td>
<td>Cabrillo Foundation</td>
</tr>
<tr>
<td>Faculty Grants For Student Success</td>
<td>10/1/13</td>
<td>10/1/13</td>
<td>Cabrillo Foundation</td>
</tr>
<tr>
<td>ASCC College-Wide Support Grants</td>
<td>4/30/13</td>
<td>4/30/13</td>
<td>ASCC Student Senate</td>
</tr>
</tbody>
</table>

Funding not spent by due date will be returned to respective funding sources. Final reports must be submitted before being considered for another grant.

The Cabrillo College Foundation will host a Faculty and Staff Grant Awards Reception at the Sesnon House on November 15, 2012, 4:30 pm to 6:00 pm. This reception will honor Cabrillo Foundation’s Crocker Endowment Grant recipients, Faculty Grants for Student Success recipients, ASCC College-Wide Support Grant recipients, and Engineering and Applied Science Endowment grant recipients.

TIPS:
Each submitted proposal should address the following criteria:

- **Concept** - The proposed project or activity supports Cabrillo College’s mission.
- **Need** - The project or activity is appropriate and necessary for the department and/or population it intends to serve.
- **Impact & Measured Outcomes** - The project or activity is likely to show an improvement as a result of the grant and its goals are realistic and measurable.
- **Capacity** - The department demonstrates sound governance and management practices as well as the ability to implement the proposed project.
- **Financial Soundness** - The department’s finances are well-managed and the project’s budget is reasonable and realistic.
- Project should be well-conceived, fully researched, and ready to implement.

QUESTIONS:
ASCC College-Wide Support Grants – Contact Sesario Escoto, Dean of Students Services at x6525 or seescoto@cabrillo.edu

Crocker Endowment Grants and Faculty Grants for Students Success – Contact Eileen Hill, CCF Associate Director at x6458 or eihill@cabrillo.edu
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APPLICATION

DEADLINE: October 1, 2012 by 5:00 pm
Submit one hard copy to Cabrillo College Foundation, Sesnon House, Room 1825 (upstairs)
OR a scanned copy with your Dean’s signature may be emailed to foundation@cabrillo.edu

Date: ____________

Contact Name: ___________________________ Title: ___________________________

Phone: ______________________ Email: _____________________________

Department: ______________________________________________________________

Project Title: _____________________________________________________________

Project Summary (three sentences or less):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Project Start Date: _________________ Project End Date: _______________

Total Project Budget: ______________________ Amount Requested: ______________

Please check which fund(s) you are applying for (funding eligibility is listed above).
Check all that apply.

☐ Associated Students of Cabrillo College College-Wide Support Grants $30,000
☐ Crocker Campus-Wide Endowment Grants $13,507
☐ Crocker Dental Hygiene and Allied Health Endowment Grants $5,251
☐ Crocker Visual and Performing Arts Endowment Grants $6,848
☐ Faculty Grants for Students Success $20,230

Approval/signature (mandatory):

________________________________________________________________________
Division Dean

________________________________________________________________________
Date