

POLICY & PROCEDURES MEMORANDUM

TITLE:	MINI-GRANTS
EFFECTIVE DATE:	May 20, 2008* <i>(*Title Updates 6/7/12)</i>
CANCELLATION:	AA-6311.1A (2/15/00)
CATEGORY:	Academic (AA)

POLICY STATEMENT

Delgado Community College is committed to supporting innovative instruction and student-centered activities. Mini-grants are designed to encourage members of faculty and staff to develop creative or experimental projects which are consistent with the Delgado Community College mission and which contribute to the teaching-learning process. Mini-grants are not designed to fund travel, purchase equipment or software, or pay employee tuition. Upon recommendation of the Professional Development Committee, mini-grants are forwarded for final approval and funding to the Office of the Vice Chancellor for Academic Affairs. Specific information on mini-grant application procedures and evaluation methods are outlined in this memorandum.

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To establish the procedures involved in applying for, evaluating, and awarding College mini-grants.

2. **Scope and Applicability**

This policy and procedures memorandum applies to Regular Faculty, Unclassified Staff, and Administrators with Rank.

3. **Application Guidelines**

To apply for a mini-grant, an applicant must complete a Mini-Grant Application, Form 6311/001 (Attachment A), which requires the applicant to describe a needs statement, objectives, anticipated outcomes/effects, strategies, a timetable, and evaluation activities. A Mini-Grant Expense Summary Sheet, Form 6311/002 (Attachment B), which outlines all proposed expenses for the proposal/project, must be attached to the application. Mini-Grant Applications are submitted to the Office of the Vice Chancellor for Academic Affairs, with a copy to the chair of the Professional Development Committee, and are accepted until **November 1** of each fall semester. The Professional Development Committee has responsibility for advertising application guidelines and timeline for mini-grants.

4. **Evaluation of Mini-Grant Applications**

Mini-Grant Applications are reviewed by a subcommittee of the Professional Development Committee. Applications are first reviewed for completeness; only completed applications will be considered. Applications are then evaluated using the Mini-Grant Criteria and Evaluation Form, Form 6311/003 (Attachment C). Each subcommittee member will complete a criteria and evaluation form for each proposal; since funds are limited, awards are made on a competitive basis.

Upon review of all applications, the Mini-Grant Subcommittee makes recommendations to the entire Professional Development Committee, which in turn submits its final recommendations, with copies of all applications and evaluation forms attached, to the Vice Chancellor for Academic Affairs by the date specified in the College's yearly *Operational Guidelines* (usually mid-November).

5. **Award Notification and Announcement**

Award letters are mailed by the Vice Chancellor for Academic Affairs to recipients before the end of the fall semester. Selections remain confidential until official announcements are made by the Vice Chancellor for Academic Affairs. Formal announcements regarding mini-grant awards are made at each Spring Convocation.

Payments are made half at the time the award is formally announced and half upon completion of the project. Because mini-grant awards are considered employment income by the U.S. Government, payments are taxable.

6. **Project Completion**

A progress report on the project is due in March (the exact [date](#) is specified in the College's yearly *Operational Guidelines*) in the Office of the Vice Chancellor for Academic Affairs, with a copy to the chair of the Professional Development Committee. Mini-grant projects are expected to be completed by June 1. Mini-grant recipients are required to present the results of their projects to the appropriate segments of the College community in the following semester.

7. **Mini-Grant Timeline**

The [Mini-grant Timeline](#), which is printed in the College's yearly *Operational Guidelines*, specifies the dates of the deadlines associated with the mini-grants process.

8. **Cancellation**

This policy and procedures memorandum cancels policy and procedures memorandum AA-6311.1A, *Mini-grants*, dated February 15, 2000.

Review Process:

Professional Development Committee 2/21/08
Academic Affairs Council 4/17/08
College Council 5/8/08

Distribution:

Distributed Electronically Via College's Website

Attachments:

[Yearly Mini-Grant Timeline](#)

[Mini-Grant Forms:](#)

Attachment A - [Mini-Grant Application \(Form 6311/001\)](#)

Attachment B - [Mini-Grant Expense Summary Sheet \(Form 6311/002\)](#)

Attachment C - [Mini-Grant Proposal Evaluation Form \(Form 6311/003\)](#)