



## 2023-2024 Mini-Grant Calendar

### Mini-Grant Calendar

A progress report on the project is due by March 15, 2024, in the Office of the Vice Chancellor for Academic and Student Affairs. Mini-grant projects are expected to be completed by May 24, 2024. Mini-grant recipients are required to present the results of their projects to the appropriate segments of the College community in the following semester.

### Fall Semester

- August 7, 2023** Chair(s) of Professional Development Committee (PDC) announce deadline to submit Mini-Grant applications.
- October 27, 2023** Deadline to submit Mini-Grant application to the Office of Vice Chancellor for Academic and Student Affairs (VCASA) and a copy to Chair(s) of PDC.
- November 17, 2023** PDC submits prioritized list of final recommendations to the VCASA.
- December 1, 2023** Award Letter and Contract mailed from Office of Professional Development with a copy to VCASA and Chair of PDC.
- December 15, 2023** Completed Contract returned to Office of Professional Development.

### Spring Semester

- January 8, 2024** Chair or designee of PDC makes formal announcement of recipients.
- February 9, 2024** Deadline for first half funds distribution. (Atypical contract date)
- March 15, 2024** Recipient submits Progress Report to Chair of PDC with copy to VCASA and Director of Professional Development.
- May 24, 2024** Project Completed. Documentation submitted to VCASA with copy to Chair of PDC.
- Following Fall Semester** Mini-grant project results are presented to the appropriate segment of the College (at the Fall Convocation, if possible).

References:

- [Mini-Grant Application \(Forms 6311/001, 002, and 003\)](#)
- [Mini-Grant Sample Proposal](#)
- [Mini-Grant Policy](#)