



## Foundation Board Faculty/Staff Activity Grant

### ***Proposed Criteria for the Committee:***

1. The committee will be made up of at least 5 members representing the faculty, staff and student body of Delgado Community College campuses. The campus representative position will rotate annually from each campus/site. The student representative will be an officer of SGA, rotating annually from each campus/site. Ex-officio member will be a representative from the Office of Institutional Advancement.
2. A quorum of at least 3 people is needed for a vote. Majority will rule.

### ***Guidelines:***

1. This grant is open to faculty and staff members from all Delgado campuses.
2. Funds are to be used for the benefit of our faculty and/or students.
3. The funds are not for personal use by faculty, staff or students.
4. Examples of how the funds can be used by faculty/staff are:
  - Research
  - Provide support for a new class
  - Purchase new classroom equipment (lab equipment, etc)
  - Any project that will benefit the local economy
  - Community partner recognition. The cost for a speaker and/or items for recognition (awards or certificates) are applicable items.
  - Award nomination application fee

*Food, refreshments or travel will not be funded*
5. All functions must be held on campus/site.
6. Event must take place during the semester in which the funds are provided.
7. An invitation or other notification should be sent to the Committee prior to the event. Following the event, if possible, photos should be provided to the Committee. Recognition should be given to the Foundation on all published materials. A formal thank you not should be sent to the Foundation following the event.
8. Maximum funds granted per application will be **up to** \$1000.00. A total of \$3000 will be available for the fall semester, \$3000 for the spring semester and \$1500 for the summer semester.
9. Receipts will be required to justify all expenditures.
10. Six copies of the proposal form, including a detailed budget, must be submitted. Deadline to submit will be the 15<sup>th</sup> of the months of September, October, January, February, March, and June.
11. The proposals will be reviewed by the committee and the applicants will be notified of the committee's decision in 10 days or less.
12. Any application that does not include the approval signature of the Dean or Department Chair will be denied.
13. Only one application per person per fiscal year (July 1 – June 30).