



Foundation Board Faculty/Staff Activity Grant

APPLICATION GUIDELINES

Guidelines to apply:

- Open to faculty and staff members from all Delgado campuses, including LTC.
- To be used for the benefit of our faculty/students.
- All functions must be open to all campuses college-wide.
- All functions must be held on a Delgado campus or site; conferences in the Greater New Orleans area may be considered.
- 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.
- The funds are not for personal use by faculty, staff or students.
- Maximum funds granted per application will be *up to* \$1000. A total of \$3000 will be available for the fall semester, \$3000 for the spring semester and \$1500 for the summer term, with a maximum of \$7500 granted per fiscal year.
- Receipts will be required to justify all expenditures.
- One copy of the application form, including a detailed budget, must be submitted. Deadline to submit will be the 1st of the months of *October, March, and June*.
- The applications will be reviewed by the committee and the applicants will be notified of the committee's decision in 10 days or less.
- Only one application per person per fiscal year (July 1 – June 30).

Please note that the Foundation Board will not fund food, refreshments or travel.

The [grant application form](#) is available on line and must include the signature of the staff/faculty requesting the grant as well as the approval signature of the appropriate supervisor. Submit your application by the 1st of the months listed above to:

Lee Gaffney
Institutional Advancement Coordinator
Office of Institutional Advancement
615 City Park Avenue
New Orleans, LA 70119
504-671-5640
lgaffn@dcc.edu