Delgado
COMMUNITY COLLEGE
New Orleans, Louisiana

Foundation Board Faculty/Staff Activity Grant

COMMITTEE CRITERIA

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 and sites.
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 a Delgado campus or site; conferences in the Greater New Orleans area will be considered.
6. 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 note should be sent to the Foundation following the event.
7. 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 semester, with a maximum of $7500 granted per fiscal year
8. Receipts will be required to justify all expenditures.
9. One emailed 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.
10. Following the deadline, the applications will be reviewed by the committee. The applicants will be notified of the committee's decision in 10 days or less.
11. Any application that does not include the approval signature of the appropriate supervisor will be denied. Only one application per person per fiscal year (July 1 – June 30).

Approved Delgado Foundation Board Investment Committee 6/16/11