



MINI-GRANT APPLICATION

Applicant's Name: _____ Campus/Unit: _____

Division/Area: _____ Phone: _____

Amount Requested (Not to exceed \$900): _____

Grant Proposal Title: _____

Attach the following:

- I. ABSTRACT - *(An abstract summarizing the proposal in 100 words or less.)*
- II. GRANT PROPOSAL - *(A proposal addressing each of the topics described below, not to exceed four typed pages.)*
 - A. Needs Statement
 1. How will the project impact the Delgado Community College mission?
 2. How will the project enhance the teaching-learning process?
 3. What student, institutional or individual need makes this project appropriate and feasible?
 - B. Objectives
 1. What are the major objectives of the project?
 2. What will be the specific results, expected outcomes or benefits of this project?
 3. What positive effects will this have on your specific area or on the institution?
 - C. Strategy/ Work Plan
 1. How will the major objectives be accomplished?
 2. What timetable will be used? (Note: A report of progress or final results must be submitted to the Chair of the Professional Development Committee.)
 - D. Evaluation and Report
 1. How will the project be evaluated?
 2. How and when will the results of the project be presented to the appropriate segments of the College community? (Note: A workshop or presentation that is planned, publicized and delivered is mandatory. Copies of all publicity must be sent to the Office of the Vice Chancellor for Academic Affairs.)
- III. EXPENSE SUMMARY SHEET (Form 6311/002)



MINI-GRANT EXPENSE SUMMARY SHEET

Directions: The "description of expense" and "proposed expense" sections are to be completed by the applicant at the time of application for the mini-grant.

Description of Expense:

Proposed Expense:

Actual Cost:**

****To be documented upon completion of the project.**



MINI-GRANT PROPOSAL EVALUATION FORM

Proposal Title: _____

Applicant's Name: _____

Criteria	Points
1. Review of Application for Completeness <i>(Yes/No)</i>	
2. Needs Statement:	
A. How will the project impact the College's mission? <i>(0-5)</i>	
B. How will the project enhance the teaching-learning process? <i>(0-5)</i>	
C. What student, institutional or individual need makes this project appropriate and feasible? <i>(0-5)</i>	
3. Objectives:	
A. What are the major objectives of the project? <i>(0-5)</i>	
B. What will be the specific results, expected outcomes or benefits of the project? <i>(0-5)</i>	
C. What positive effects will this have on your specific area or on the institution? <i>(0-5)</i>	
4. Strategy/ Work Plan:	
A. How will the major objectives be accomplished? <i>(0-5)</i>	
B. What timetable will be used? <i>(0-5)</i>	
5. Evaluation and Report	
A. How will the project be evaluated? <i>(0-5)</i>	
B. How and when will the results of the project be presented to the appropriate segments of the College community? <i>(0-5)</i>	
Total <i>(out of 50 Points)</i>	