

Bossier Parish Community College Foundation, Inc.

Mini Grant (Funding) Request

Criteria: Mini Grants support BPCC faculty and staff with supplemental funds to enhance services to students in the following areas: classroom delivery methods, program enhancements, student success initiatives. Travel and professional development not allowed this form. Awards include \$1,000 limit per department, per fiscal year. All requests must be accompanied by a letter of recommendation from department head prior to submitting to Foundation office.

Application Deadline: Mini Grants are due in Foundation Director's Office at least 30 days prior to date item is needed. Please consult Foundation Board Meeting Schedule at www.bpcc.edu/foundation

How to Submit Form: This form is to be completed by the BPCC employee to benefit from the funding. All requests are to be typed or neatly printed and should specify the specific benefits to the college. To allow adequate time for review and processing, please submit request to Room A-203 at least 30 days prior to event.

- 1. Requesting Agent: 2. Department: 3. Request Date: 4. Deadline Date: 5. Amount: 6. Department Head Approval:

7. Project Title:

8. Brief description of the project (attach supporting documentation if available):

9. Benefits to BPCC (school; students; faculty; staff or programs):

10. Expected Outcomes:

11. Project Budget (If applicable, please provide line item expenses or attach project budget to this request.)

Table with 3 columns: Item, Expense, Source of Funding

For BPCC Foundation Use Only: REQUEST: [] APPROVED \$: [] NOT APPROVED [] ADDITIONAL INFORMATION REQUIRED