



## Mini-Grant Guidelines REQUIREMENTS

1. The CSI Foundation mini-grants are awarded to faculty, staff, and administration for new, innovative projects that aren't able to be financially supported by the College. Projects should demonstrate:
  - a. Support of the student learning process;
  - b. Alignment with the CSI Strategic Plan;
  - c. Alignment with the CSI Strategic Enrollment Management Plan;
2. Projects that directly impact high numbers of students or illustrate support of Hispanic Serving Institution (HSI) efforts will receive priority.
3. No project will receive funding for more than two consecutive years.
4. Grants typically range from \$250 to \$3,000. The maximum award for each mini-grant is \$3,000.
5. Grant money is not available for student scholarships as there are already Foundation scholarship programs in place.
6. CSI travel policies and procedures must be used for student travel fund requests. The Foundation will reimburse the college for approved travel expenditures. Travel expenses may not exceed 15% of the funding request
7. No grant monies are available for staff and faculty salaries.
  - a. If requesting a student stipend, please contact the Business Office to determine the amount needed to be included in the proposed budget to pay for benefits for your individual employee classification.
  - b. The Foundation will not be responsible for any expenses that exceed the amount approved.
8. Grant monies will be available in July 1, 2023 and must be used by June 1, 2024 (to ensure invoices are processed before fiscal year end) of the same year. No grant dollars will be carried forward and all unused funds will be reclaimed by the Foundation at the end of the grant period.
9. Grant funds may be used for supplies, equipment, consultants, technical assistance, registration fees, travel, lodging, and CSI hosted special event sponsorship.
10. Applications will be vetted by CSI Administrative Cabinet prior to review and ranking by the Foundation Board Scholarship & Grants Committee.
11. Mini grant recipients must present a thank you letter to the Foundation's Board of Directors upon completion of the grant period. Failure to do this may result in refusal of future allocations.

### DEADLINE

**Application Deadline: Friday, April 7, 2023** for projects occurring July 1, 2023- June 1, 2024.  
**Submit application to:** [foundation@csi.edu](mailto:foundation@csi.edu)



**Part B. Process (20 points)**

Summarize the work plan that you will use to accomplish your goals and outcomes. Include who will do what, when, where, how and at what cost.

**Part C.1 Evaluation Plan (5 points)**

Describe the end result you expect from your planned activity. Include the assessment methods you will use to measure the success and/or impact and who will do the assessment. Discuss a plan to disseminate/share your project results with your department, division, or college community. (You may be asked to present to various affected groups, possibly including the Board of Trustees or the CSI Foundation Board of Directors).

**Part C.2. Sustainability (5 points)**

If an innovation project, describe how the concept will be sustained after the grant period.

<b>BUDGET INFORMATION</b>
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**Part D.1. Budget Summary (5 points)**

Item	Amount Requested	Amount Contributed by Other Source(s)	Total Costs
Student Travel/Per Diem			
Equipment			
Supplies			
Consultant & Professional Fees			
Other (specify) e.g. Conference fees, printing, copying			
<b>TOTALS</b>			

**Notes regarding allowable and restricted expenditures.**

1. CSI grants do not pay salaries or honoraria for the applicant.
2. For all grants, travel expenses are limited to 15% of the total request.
3. Include sales tax, shipping, handling, fees, etc. in all applicable budget items total cost.

**Part D.2. Budget Justification (5 points)**

Explain how your project is cost effective providing enough information for the reviewers to determine the economic appropriateness of your request.

<b>ATTACHMENTS</b>
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<p>Please attach only those supporting materials that will serve to strengthen your application Do not exceed the 6 page proposal limit.</p>
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