College of Southern Idaho Foundation

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. A positive impact on a meaningful number of individuals;
    b. Support of the student learning process;
    c. Alignment with the CSI Strategic Plan;
    d. Alignment with the CSI Strategic Enrollment Management Plan;
2. No project will receive funding for more than two consecutive years.
3. Grants typically range from $250 to $3,000. The maximum award for each mini-grant is $3,000.
4. Grant money is not available for student scholarships as there are already Foundation scholarship programs in place.
5. 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.
6. Grant monies will be available in July 1, 2026 and must be used by June 1, 2027 (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.
7. Grant funds may be used for supplies, equipment, consultants, technical assistance, registration fees, and CSI hosted special event sponsorship.
8. Grant funds may not be used for travel, lodging, gift cards, cash prizes or scholarships prizes.
9. Applications will be vetted by CSI Administrative Cabinet prior to review and ranking by the Foundation Board Scholarship & Grants Committee.
10. 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 3, 2026 for projects occurring July 1, 2026- June 1, 2027.
Submit application to: foundation@csi.edu

College of Southern Idaho **Foundation**

MINI GRANT APPLICATION

Date of Application: _____

Type of Application:

- ☐ Innovation Project (up to $3,000)
- ☐ CSI hosted special event sponsorship (up to $500)

Other ways funds have been sought:

- ☐ Department Budget
- ☐ Other Grants

_____

Name of contact person regarding this application *Title* *Phone* *Office Location*

Endorsement: _____ **Date:** _____

Signature of Applicant

Endorsement: _____ **Date:** _____

Signature of Applicant's Supervisor

Endorsement: _____ **Date:** _____

Signature of Dean/AVP/VP

By signing, you are acknowledging that you have reviewed and support this proposal.

PROPOSAL INFORMATION

Please be creative but as concise as possible. Your entire application should not exceed **6 pages**, including attachments.

Project Abstract: Please provide a 2-3 sentence summary of your proposal.

Part A. Purpose of the Request: Goals and Outcomes (10 points)

1. Briefly describe the opportunity, challenge, issue or need that your proposal addresses.

2. Describe the purpose(s) of your proposal. Provide one measurable outcome that will demonstrate project impact.

3. Briefly describe how your project addresses one or more specific objective(s) of CSI's Strategic Plan.

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.

BUDGET INFORMATION

Part D.1. Budget Summary (5 points)

Item	Amount Requested	Amount Contributed by Other Source(s)	Total Costs
Equipment			
Supplies			
Printing			
Consultant & Professional Fees			
Other (please specify nature of costs in this category)			
TOTALS			

Notes regarding allowable and restricted expenditures.

1. CSI grants do not pay salaries or honoraria for the applicant.
2. Include sales tax, shipping, handling, fees, etc. in all applicable budget items total cost.
3. The Foundation will not be responsible for any expenses that exceed the amount approved.

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.

ATTACHMENTS

Please attach only those supporting materials that will serve to strengthen your application

Do not exceed the 6 page proposal limit.