



*“The San Diego Mesa College Foundation is dedicated to empowering students to reach their educational goals by increasing resources, raising funds, and creating friends and partnerships to support the mission of San Diego Mesa College.”*

## **Request for Proposals**

San Diego Mesa College Foundation  
22

Through a competitive process, the Mesa College Foundation is offering Innovation Grants (formerly referred to as "mini-grants") to the faculty and staff of Mesa College to support innovative ideas that positively impact student success. Grants of up to **\$3,000** are awarded, and may cover special projects/initiatives or equipment.

Grants must align with at least one of Mesa’s strategic goals:

- Deliver, advance, and support an inclusive teaching and learning environment that enables all students to achieve their educational goals.
- Build and sustain a sense of community that extends across campus and constituencies, nurturing collaboration, learning, growth, and diversity.
- Build and sustain pathways in support of the comprehensive community college mission.
- Support innovation in our practices.
- Support personal growth and professional development of our employees.\*
- Serve as stewards of our resources and advance effective practices in support of accountability.

### **Non-eligible Expenses:**

Stipends/salary for staff and scholarships for students are not an eligible use of funds. The same project is not typically awarded more than one year in a row. \* Preference is given to activities and projects that are *not* related to professional development.

### **Review Process:**

Applications are reviewed by an ad hoc committee comprised of Foundation Board Members and members from the Mesa College Executive Team. Decisions are made based on criteria such as meeting Mesa’s strategic goals, impacting student success, and delivering innovation.

### **Timeline:**

- Applications are due by 5:00 pm on Friday, December 18th, 2020 for projects/purchases in 2021.

### **Reporting:**

Innovation Grant recipients are required to sign an agreement and make a short written or visual report/summary about the impact of the grant. Recipients may be asked to make a presentation to the Foundation Board of Directors.

### **Submission:**

See below for the application form. Please submit completed applications to Eileen Spaulding via email at [kstellmacher@sdccd.edu](mailto:kstellmacher@sdccd.edu) with the subject-line “Innovation Grant Application Submission” no later than **5:00 pm on ) U L G D | I R Y H P E H U , 202 .**

Be sure to **allow time to gather necessary signatures**: the Dean and Vice President for your department. You may also include attachments such allateral materials (optional).

You will receive an email confirming submission.



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## **INNOVATION GRANT APPLICATION**

2021 Cycle - Applications submitted in 2021 for 2022 Projects

Submit applications to Krista Stellmacher via email at [kstellmacher@sdccd.edu](mailto:kstellmacher@sdccd.edu) with subject-line “Innovation Grant Application Submission” no later than **5:00 pm on Friday, November 12th, 2021**. You will receive an email confirming submission.

**Name (person making request):** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Extension:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Total Project Cost: \$** \_\_\_\_\_ **Amount Requested: \$** \_\_\_\_\_

**Number served** (about how many students do you expect will benefit from the grant): \_\_\_\_\_

**Summary – Purpose/Need (up to 2,000 characters):**

What need does this project address? What innovative solution is being proposed?

\_\_\_\_\_



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**Alignment with Strategic Goals (up to 1,500 characters):**

Please identify which of Mesa’s Strategic Goals (see above list) this activity supports, and describe how.

**Alignment with Department Goals (up to 800 characters):**

Please describe how this activity aligns with the goals of your department.

**Conversation with Department & Department Chair (up to 500 characters):**

For Dean approval, you must have discussed your project in some manner with your department & Department Chair. Describe the extent of these conversations. (e.g., spoke to Chair, discussed at department meeting, included in program review, etc.)



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**Goals/Impact (up to 2,200 characters):**

What difference will this project/activity make to Mesa students, the community, and your program?  
Please provide specific, measurable goals.

**Target Population and Equity Component (up to 750 characters):**

Who will benefit from this initiative? Does the project serve any traditionally underserved populations?



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### Budget

**Revenue** – Please identify other funding sources you have sought or plan to seek and the status/outcome of your request (i.e., “secured,” “declined,” or “pending”).

Source:	Amount:	Status/Outcome:

**Expenses** – In Column A, please provide a description of the item. In Column B, indicate how you hope to use Innovation Grant funds (your request). In Column C, identify any other funds that may be used to cover additional expenses (these funds do *not* have to be secured). Totals will auto-populate.

Expense	A- Item Description	B - Mini-Grant Funds	C - Other Funds (if applicable)	TOTAL
<b>Personnel*</b>				
<b>Food and Drink</b>				
<b>Supplies</b>				
List Detail				
List Detail				
List Detail				
<b>Services</b>				
List Detail				
List Detail				
<b>Travel</b>				
Registration Fees				
Transportation				
Air				
Hotel				
Other				
<b>Equipment</b>				
A/V				
Computers				
Other				
<b>Outreach/Marketing</b>				
<b>Other</b>				
<b>TOTAL:</b>				

\* Innovation Grants cannot be used for personnel costs or student scholarships

Check box to indicate you’ve discussed this proposed project with your Department Chair

**Signatures:**

Dean: \_\_\_\_\_ Vice President: \_\_\_\_\_ Date: \_\_\_\_\_