****

**Grant Request Application**

HCC Foundation encourages faculty and staff to implement new programs and find creative ways to enhance students’ learning experience at HCC by providing funding for materials, projects, and services. Grants of up to $15,000 are available to invest in HCC faculty’s efforts to develop innovative programs that will provide high-quality educational experiences for many students, fostering student success.

HCC Foundation Policies and Guidelines are provided to help applicants understand the HCC Foundation’s background, grant making priorities and processes, thereby improving the likelihood of approval for some and saving valuable time for others whose application is not aligned with the HCC Foundation’s strategic focus and priorities.

HCC Foundation Grant Guidelines

**I) Eligibility**

All current Houston Community College professors, adjunct professors, instructors, librarians, counselors, and staff (collectively ‘HCC Personnel’) are eligible to receive HCC Foundation grants. HCC Personnel currently serving on the HCC Foundation Board of Directors must recuse themselves from discussing and voting on grant proposals that would benefit their own department.

The grant requestor is required to provide a letter of support from their immediate Vice Chancellor, President, or COE Dean in order for the application to be considered for review.

**II) Funding Priorities**

The HCC Foundation seeks to leverage the philanthropic donations we receive by providing funding to support HCC faculty through our grants program. In doing so, our Foundation is able to help many students, not just the individuals who receive Foundation scholarships.

We fund faculty and staff who have received permission from their Center of Excellence Dean or College President to be able to explore/create innovative new programs that will have an exponential impact on the lives of HCC students.

Our funding priorities for our grants program are aligned with the *HCC’s Embracing Houston’s Future Strategic Plan and its six institutional priorities for 2020-2030.*

* + Student Success: Achieve student success through equity, access, and affordability.
	+ Diversity and Equity: Ensure diversity and equity in all institutional functions.
	+ Personalized Learning: Deliver relevant, responsive, and personalized learning experiences.
	+ Academic Rigor and Quality: Demonstrate institutional commitment to academic rigor and quality.
	+ Community Investment: Lessen the student burden and increase the return on the community investment.
	+ College of Choice: Become the community college of choice in our region for the students, community, business, and higher educational institutions.

**III) Grant Limitations**

The Foundation does not generally fund the following types of requests:

* + Renewal support for previously funded projects;
	+ Non-HCC Projects;
	+ Catering or entertainment;
	+ Equipment or equipment maintenance;
	+ Programs normally supported in the HCC budget; or
	+ Cash prizes.

Because of our limited unrestricted funds, the HCC Foundation is not able to fulfill all requests, even if a proposal is a worthy project and meets all required criteria. The Scholarships and Grants Committee and HCC Foundation Board of Directors will determine which requests best meet the Foundation’s funding priorities.

Each department may submit only one application each grant cycle and is eligible to receive only one award each fiscal year (September 1 - August 31). The maximum grant amount is $15,000, but smaller grants are encouraged to spread the wealth more broadly across HCC to benefit the most students. After considering the proposed grant budget, the Scholarships and Grants Committee may decide to award a lesser amount than requested.

The Foundation is happy to assist the grant applicant in garnering supplemental funds from donors to make up the difference or to continue the approved grant program in subsequent years.

**IV) Process and Timing**

Note that the approval process may take anywhere from 30 to 60 days from the time the application is submitted to final Board approval. For information on submission deadlines, please visit our website at www.hccsfoundation.org and click on the Grants tab found under the Faculty and Staff tab.

If your grant request is aligned with the HCC Foundation’s Policies and Guidelines, please complete this grant application and submit electronically to silvia.romero@hccs.edu and include “Grant Application –*Title of the Scholarship/Program*” in the subject line.

Be sure to attach the letter of support from your immediate Vice Chancellor, President, or CEO Dean in order to be considered for review.

The grant requestor is highly recommended to attend the meeting of the Scholarships and Awards Committee or participate in a committee conference call to answer any questions the committee may have about the proposed grant. Committee voting will be done in closed session.

The committee’s recommendations will be presented to the HCC Foundation Board of Directors for approval at its next quarterly Board meeting. If approved, the funds will be transferred to the HCC budget account provided by the grant recipient.

**V) Grant Reporting Requirements**

All grant recipients must fill out a final grant report by the end of the Foundation’s fiscal year, which is August 31. A different due date may be assigned, and this will be specified in your grant agreement. The form for this report is found on our website at www.hccsfoundation.org; click on the Grants tab found under the Faculty and Staff tab.

In addition to the narrative report, photos, videos, and marketing materials of the project in action are requested and highly encouraged. At least three press-quality photos (photos should be over 1200 x 1200 pixels in JPEG format or highest quality available will satisfy this request) of the grant in action are required with the report, along with the HCC Foundation Photo Release form if submitting student photos and/or videos. (This form will be provided once the grant request is approved.) Additional details about the supporting materials can also be found in the final grant report form.

Submitting Your Grant Application

Please complete the application and submit electronically, together with any other supporting materials, to silvia.romero@hccs.edu.

Contact Information

For questions or information needed in preparation of your grant application, please contact:

Sylvia Romero

Board Services Coordinator

HCC Foundation

713-718-8492

silvia.romero@hccs.edu

I. HCC Foundation Grant Application

**Grant Recipient’s Point of Contact:**

|  |  |
| --- | --- |
| **Prefix** (e.g., Mr. Ms. Dr.)  | *Type Here*  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First Name**  | *Type Here*  |  | **Last Name**  | *Type Here*  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HCC Email**  | *Type Here*  |  | **Phone**  | *Type Here*  |

|  |  |
| --- | --- |
| **Title**  | *Type Here*  |

|  |  |
| --- | --- |
| **Department** | *Type Here*  |

|  |  |
| --- | --- |
| **College**  | *Type Here*  |

|  |  |
| --- | --- |
| **HCC Mailing Address** | *Type Here*  |

|  |  |
| --- | --- |
| **Mail Code**  | *Type Here*  |

|  |  |
| --- | --- |
| **Name of the HCCF Development Director assigned to your College/Department** | *Type Here*  |

**Grant Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requested Amount $** | *Type Here*  |  | **Date Funds Needed By** | *mm/dd/yyyy* |

|  |  |
| --- | --- |
| **Type of Grant Request: (Scholarships or Program)**  | *Type Here*  |

|  |  |
| --- | --- |
| **Grant Title**  | *Type Here*  |

|  |  |
| --- | --- |
| **Project Details**  | **Please provide detailed description of the project / project for which funding is being requested.**  |
| *Type Here*  |

|  |  |
| --- | --- |
| **HCC Mission**  | ***Houston Community College is an open-admission, public institution of higher education offering a high-quality, affordable education for academic advancement, workforce training, career development, and lifelong learning to prepare individuals in our diverse communities for life and work in a global and technological society.*****Please explain how this project supports the HCC Mission.**  |
| *Type Here*  |

|  |  |
| --- | --- |
| **HCC’s Funding Priorities**  | **Which one of the HCC’s funding priorities does this grant address?**  |
| *Type Here*  |

|  |  |
| --- | --- |
| **Budget**  | **Please explain how and when the requested funds would be used and specifically for what expenses. (Include a spreadsheet if desired.)**  |
| *Type Here*  |

|  |  |
| --- | --- |
| **Anticipated Benefits**  | **Please explain how this grant will benefit HCC and HCC students.**  |
| *Type Here*  |

|  |  |
| --- | --- |
| **Anticipated Number of Students Impacted:**  | *Type Here*  |

|  |  |
| --- | --- |
| **Has anyone else in your department/program applied for an HCCF Grant in the past year?**  | [ ] Yes [ ] No  |

|  |  |
| --- | --- |
| **If yes, was the grant request approved?**  | [ ] Yes [ ] No |

|  |  |
| --- | --- |
| [ ]  | **I hereby acknowledge that a final Grant Report is required as outlined in Section V. of the Grant Reporting Requirements. Failure on my behalf forfeits my eligibility to be considered for further grant opportunities for a period of 2 years.** |

|  |  |
| --- | --- |
| [ ]  | **I have included a letter of support from my immediate Vice Chancellor, President, or COE Dean as stated under the HCC Foundation Grant Guidelines.**  |

|  |  |
| --- | --- |
| [ ]  | **The HCC Foundation Scholarships and Grants Committee may have additional questions regarding your request. If so, it is highly recommended to attend the committee meeting where your grant will be considered. Your presence will provide an opportunity for you to answer the committee’s questions to assist them in making an informed decision.**  |