



## Asnuntuck Foundation Mini-Grant Guidelines

Do you have a special assignment or project you want to incorporate into your class? Do you have an idea for a professional development opportunity? Do you have an innovative project that requires funding? The Foundation is now accepting mini grant applications. Mini-Grants are designed to fund projects that benefit students, or a program, curriculum, classroom, or the college as a whole. Mini grants provide Asnuntuck students with unique opportunities that may be connected to a course or program or not. **Mini-Grants of up to \$1,000 are available for projects and ideas and can be awarded once and considered for renewal for more than one year, based on approved Board funding and availability.** Projects may be submitted by an individual staff, faculty member or by small groups. We especially encourage projects involving students, multiple faculty and staff or those which are joint efforts with community members.

Grant applications are reviewed and considered by a selection committee. When submitting an application, please:

- explain the project thoroughly
- include specific details about its educational value and projected numbers served
- show how the project enhances student learning or the campus environment
- attach a clear and concise budget
- explain funding from other sources if available or supplementing the activity proposed
- provide anticipated outcomes of the project
- please ask your dean or department head for their consent prior to submission

All mini grant proposals will be reviewed. Mini-Grant proposals that should otherwise be funded through general operating funds or other funds of the college will not be supported.

Please document any other current pending source(s) approached or utilized for funding of the project. The Foundation will reimburse individuals for mini-grant related expenditures for which original receipts are provided as detailed in the budget. Items purchased with

Foundation grant funds are the property of CT State Asnuntuck, not the department or the individual.

Please complete the attached application following all guidelines. Include a copy of the proposed budget. *Proposals, including application and budget, must not exceed three pages.* Limit one application per project. Applications submitted based on retroactivity (date/time) of the project will not be considered. Applicants will be notified via email to the contact person listed on the application of a decision within 1 month of receipt of the application. Upon receipt of detailed invoices, applicants will normally receive funds within 30 days.

After completing the application, please email it to Carol LaLiberte at [carol.laliberte@ctstate.edu](mailto:carol.laliberte@ctstate.edu) and put Mini-Grant Application in the subject line.

There are 5 funding periods during which mini grant proposals can be submitted and will be reviewed. The deadlines for mini grant submissions are as follows for fall and spring semesters:

**Deadline:**

September 30 - notification by October 31

October 31 - notification by November 30

November 30 - notification by December 31

December 31 -notification by January 31

February 28 -notification by March 31

Mini grant applications received after the deadline will be reviewed during the following funding cycle. Funds are limited. The later applicants apply in the fiscal year, the greater chance that funds may not be available.

The Asnuntuck Foundation is committed to enhancing the quality of services and programs for students, faculty, and staff of the CT State Asnuntuck campus. The Foundation works to aid, strengthen, and further the work and service of our campus. It assists the campus in securing financial support for scholarships, mini grants, college events, activities, community, student, and instructor initiatives.

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