



## The Edison Foundation Shoemaker Family Dynasty Innovation Grant Program Application

- Grants are allocated for up to \$2,500 to fund the most promising ideas to change Edison State Community College across issue areas that have the potential to make our college better for everyone.
  - Before applying for a grant, please email [rhanes@edisonohio.edu](mailto:rhanes@edisonohio.edu) so that we can hear your ideas and answer your questions. Potential applicants must be approved to proceed with the completion of an application.
  - Once given the approval to proceed to apply the requester will forward the completed application via email as a Microsoft Word document to the Executive Director of The Edison Foundation, Dr. Richard Hanes: [rhanes@edisonohio.edu](mailto:rhanes@edisonohio.edu)
- The Edison Foundation grant committee will review the proposal.
  - If the committee selects the proposal, it will be recommended to The Edison Foundation Board for final approval.
- The Edison Foundation will inform the applicant of the committee's final decision.
- Final Report Submission Requirement: The recipient has until June 1<sup>st</sup> to complete the project and submit a final report to The Edison Foundation. If the total grant award is not fully spent, the rest must be returned to The Edison Foundation by June 1<sup>st</sup> of the same fiscal year.

### Application Components:

1. Applicant's Name:
2. Applicant's Contact information, including phone number, email and department:
3. Amount Requested:
4. Date:
5. Project Title:
6. Project Summary:
7. Rationale and data support for selecting the promising idea to change Edison State Community College across an issue area that could make our college better for everyone.
8. Project Correlation to Edison State Mission and Strategic Plan (critical few, strategic direction, and tactic):
9. Project Intended Outcomes:
10. Is the project an expansion of an existing program or is it a new initiative?
11. Project Stakeholders (students, alumni, staff, faculty, the department, the community, etc.):
12. Project Timeline:
13. Project Leader:
14. Project Evaluation:
15. Budget Summary:

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Applicant Signature and Date \_\_\_\_\_

Supervisor's Signature and Date \_\_\_\_\_



### **The Edison Foundation Shoemaker Family Dynasty Innovation Grant Program Application Criteria**

1. Alignment with the mission and strategic plan of Edison State and The Edison Foundation.
2. Potential of promising idea to change Edison State Community College across an issue area to make our college better for everyone.
3. Strategic impact on Edison State and its students.
4. Scope of the project.
5. Potential of continuation of the initiative once the grant funding is exhausted.
6. New initiatives will be given priority.
7. Grant funds should not supplant the annual college budget.

### **The Edison Foundation Shoemaker Family Dynasty Innovation Grant Program Grant Processing Steps**

1. When the grant request is approved, The Edison Foundation Executive Director will send an email notifying the applicant. This is a letter that must be signed and emailed to The Edison Foundation Secretary: [ncantrell2@edisonohio.edu](mailto:ncantrell2@edisonohio.edu).
2. When the applicant is ready to begin the project and needs the funds, the applicant must notify The Edison Foundation Secretary through email. The secretary will then put in a check request to release the funds.
3. The check request must be approved by The Edison Foundation Executive Director and the controller of Edison State Community College.
4. The Edison Foundation Executive Director will then request that the funds be transferred from The Edison Foundation's bank account to the bank account of Edison State Community College. This transfer takes about a week.
5. The Edison State Community College Business Office will receive the check, place it into an account, and notify the applicant.
6. The applicant may then put in a purchase order for the funds as needed. This completes the process to grant the funding, which may take up to two weeks to complete.



## **The Edison Foundation Shoemaker Family Dynasty Innovation Grant Program Final Report**

Address all points applicable to your project. The final report is due by June 1<sup>st</sup>. Submit the final report via email to The Edison Foundation: [rhanes@edisonohio.edu](mailto:rhanes@edisonohio.edu)

1. Project Information
  - a. Activities- completed activities and number of persons affected; participant reaction to activities; any activities not completed and reason for non-completion.
  - b. Outcomes- intended goals/outcomes and evidence of achievement; outcomes not achieved and why; any unintended outcomes. Include a description of the change impact.
  - d. Concerns- any problems encountered or changes in the project
  - e. Strengths and Limitations- what worked; what did not work
  - f. Future Plans- Plans which have been developed for the continuation of this project; plans for future funding sources for the continuation.
  
2. Financial Information
  - a. Total Cost of Project- total actual income and expenses during the grant period as compared to the original project budget. The financial report should include a line-item budget to delineate the use of Foundation funds as related to project expenses; include a description of other income sources used to support this project.
  - b. Evidence needs to be documented that all grant award funds were expended. If the total grant award is not fully spent, the rest must be returned to The Edison Foundation by June 1<sup>st</sup> of the same fiscal year.
  
3. Appendices
  - a. Significant Materials- provide copies of any printed materials developed for the project with Foundation grant dollars during the grant period.

You may be asked to give a brief presentation for Foundation donors and board members describing the project and its outcomes. In addition, The Edison Foundation expects the recipient to make appropriate public acknowledgment of the Foundation's assistance with the project, through literature and otherwise. The Foundation logo will be provided to all grant recipients to facilitate this acknowledgment of the Foundation's assistance.

Please contact The Edison Foundation Office with any questions or concerns at 937-778-7806 or [rhanes@edisonohio.edu](mailto:rhanes@edisonohio.edu)