



Edison Foundation Classroom/Department Mini-Grant Application Process

1. The requester will complete the grant application form in its entirety.
2. The requester will ensure that he/she has supervisory permission and the supervisor's signature on the application.
3. The requester will forward the completed application via email to the Office of Business & Community Partnerships: jslattery@edisonohio.edu
4. The Office of Business & Community Partnerships will process the application.
 - If the form is completed properly, the Office of Business & Community Partnerships will forward the application and a scoring rubric onto the committee via email. The requester will be advised of the next available committee meeting so they may present their proposal.
 - If the form is not completed properly it will be returned to the requestor with the missing information highlighted.
5. The Office of Business & Community Partnerships will add the requestor's presentation proposal to the agenda for the next available committee meeting.
6. The requestor will present their proposal to the committee for review.
7. The committee will review the proposal based on the Review Criteria.
8. The committee will either approve or disapprove the proposal.
 - If the proposal is approved by the committee it will be sent to the Edison Foundation Board President for final approval.
 - If the proposal is disapproved it will be sent back to the requestor for revisions. The committee will send their recommendations regarding areas that need to be revised.
9. Office of Business & Community Partnerships will inform the requester of the committee's final decision.
10. The recipient has one year from the approval date to complete the project and submit a final report to the Office of Business & Community Partnerships.



Edison Foundation Classroom/Department Mini-Grant Application

Mini-Grants are requests of \$500 or less. Please respond to all of the questions. Incomplete applications will not be considered.

Applicant's Name: _____

Applicant's Contact information, including phone number, email and department:

Amount Requested: _____ *Date:* _____

1. Proposed Grant Title and Purpose:

2. Learning and Growth Perspective:

Describe the project and outline the strategic impact it will have to the college and its students. What are you trying to accomplish with this project? What benefits or results do you want?

How will this grant provide opportunities for learning and growth? How does this project help achieve Edison's mission to provide learning opportunities that enable and empower citizens, commerce, and communities?

Is the project an expansion of an existing program or is it new? _____

3. Financial Perspective:

How much money will you be requesting in the grant? _____

How much money will you be requesting from the college? _____



Has the college allocated any funds already toward the project? _____

If so, how much? _____

What other agencies or foundations do you think might fund this project?

How will the college continue the initiative once the grant funding is exhausted?

4. Internal Perspective:

What resources will be required (i.e.: human, travel, release time, equipment, technology, space, training) and how will this impact the College?

How will this grant affect our human resource base (i.e.: size, quality, diversity, effectiveness)?

5. Stakeholder Perspective:

Who are the stakeholders for this project (students, alumni, staff, faculty, the department, the community, etc.) and how will each benefit from this project?

If the project is part of a partnership, briefly describe the other partners and describe mutual expectations.

Will you need assistance in writing grant proposals for sustainability of this project? _____

What is the timeline for the project? Start and end dates. _____

Who will lead the project? _____



Applicant Signature and Date

Supervisor's Signature and Date

Edison Foundation Classroom/Department Mini-Grant Application Review Criteria

1. Alignment with the mission of Edison State and the Edison Foundation.
2. Strategic impact to Edison State and its students.
3. Impact to the requester, students, community, and their entire department.
4. Scope of the project.
5. Continuation of the initiative once the grant funding is exhausted.
6. Verification that it is not in conflict with the Edison Foundation or other college initiatives. If yes, then locate alternative funding source.
7. Determination that the funding source selected is appropriate for this type of grant proposal.
8. Recommend source if the requestor does not have an appropriate funding source.
9. Can the committee recommend this initiative to the Edison Foundation President?



Edison Foundation Classroom/Department Mini-Grant Final Report

Address all points applicable to your project. The final report is due within 1 year of the grant approval. Submit the final report via email to the Office of Business & Community Partnerships jslattery@edisonohio.edu

1. **Introduction**- brief description of the project and purpose of this grant.
2. **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. Share the major benefits of this grant to the students, program, department and community.
 - c. **Evaluation**- evaluation process used and a summary of the results of your evaluation
 - 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 continuation of this project; plans for future funding sources for the continuation.
3. **Financial Information**
 - a. **Total Cost of Project**- total actual income and expenses during the grant period as compared to the original project budget. Financial report should include 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. **Funding**- how this grant assisted your program or department in leveraging funds from other sources or in building inter-agency or intra-agency collaboration.
4. **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 acknowledgement 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 acknowledgement of the Foundation's assistance.

Please contact the, Office of Business & Community Partnerships with any questions or concerns at 937-778-7805 or jslattery@edisonohio.edu