



## MINI-GRANT PROGRAM

The Mini-Grant Program was established to assist Rio Hondo College campus entities with small requests that may not receive funds from the general fund budget. The fund was established from Foundation general funds and direct donor contributions to the Mini-Grant Fund. Contributions are also accepted through the Faculty / Staff Giving Campaign.

Grants will be awarded for items or endeavors that directly support faculty, staff, and students for the betterment of Rio Hondo College.

Mini-Grant requests of \$500 or less will be considered throughout the year and awarded until funds are no longer available. Requests will be considered according to the following criteria.

### ITEMS THAT MAY BE CONSIDERED

- Staff development and recognition
- Travel for professional development
- Honoraria for expert speakers
- Minor equipment and/or educational software
- Support for course field trips
- Outreach to high schools
- Promotional banners and signage
- Printing for department or program needs
- Books for college programs to benefit students
- Event costs for student related programs

### ITEMS THAT MAY *NOT* BE CONSIDERED

- Food for department parties
- Scholarships for students
- Expenses that are available through a college budget
- Alcoholic beverages
- Sponsorships of other non-profit organizations
- Requests for programs that do not benefit faculty, staff, or students at Rio Hondo College
- Multi-year requests
- Funding for religious or political purposes
- Items for personal use

Please use the Rio Hondo College Foundation Grant Application form to request a Mini-Grant. For information or to receive the grant form, please contact the Foundation Office.

562-908-3476



[foundation@riohondo.edu](mailto:foundation@riohondo.edu)



[www.riohondo.edu/foundation](http://www.riohondo.edu/foundation)



## MINI-GRANT APPLICATION PROCESS & FORM

Please use this form to apply for Mini-Grants. The Mini-Grant Fund was established to assist Rio Hondo College campus entities with small requests that may not receive funds from the general fund budget. The fund was established from Foundation general funds and direct donor contributions to the Mini-Grant Fund.

Mini-Grant requests of \$500 or less will be considered throughout the year and awarded until funds are no longer available. Please follow the process described below.

1. Fill out the form below, completely answering all questions.
2. Acquire the appropriate signatures and approvals as indicated.
3. Requests must be submitted to the Foundation Office by the end of each month to be considered at the next Foundation Board of Directors or Executive Committee meeting.

*For more information contact Howard Kummerman at 562-908-3476*

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ PHONE EXTENSION: \_\_\_\_\_

AMOUNT REQUESTED: \$ \_\_\_\_\_ DATE NEEDED BY: \_\_\_\_\_

PURPOSE OF REQUESTED FUNDS: \_\_\_\_\_

DESCRIPTION OF NEED FOR FUNDS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Dean/VP Approval* *Date*

\_\_\_\_\_  
*President's Approval* *Date*

*For Foundation use only:*  
Foundation Approval: \_\_\_\_\_  
Amount Funded: \_\_\_\_\_ Date Paid: \_\_\_\_\_