Mesa Community College’s Center for Community & Civic Engagement administers a mini-grant program for service-learning or student organization activities involving Mesa Community College students. Applicants must be an enrolled MCC student involved in an approved service-learning class or student organization. Funds may only be utilized at one of MCC’s approved agencies.

An approved grant project is defined as one or more community service activities that benefit the students’ school, neighborhood, or greater community and include articulated learning goals for the participants. Applicants MUST plan the project with input from the organization that will benefit in order to ensure the experience is needed.

NOTE! Projects MUST be student-lead, student-driven, and student-initiated. Students must complete the application and accomplishments forms.

GRANT FUNDING CYCLES
Fall Semester - August 15th through December 1st • Spring Semester – January 15th through May 1st
Please allow for two weeks for processing – plan accordingly!

APPLICATION GUIDELINES & PROCESS

- The project must involve Mesa Community College students in service to MCC, neighborhood, or the greater community at an MCC approved community partner.
- Grant will be awarded on a first come, first serve basis, and will be reviewed regularly while funds are available. Applicants will be notified about the status of their mini-grants within 7 to 10 business days.
- The project must include preparation activities that teach students the needed skills or knowledge to implement the project.
- The funds may not be used to pay personnel, gift cards, transportation, or services (i.e. entertainment, catering). Bottled water is acceptable, if applicable. Food will only be permitted if it is a part of the applicant’s service experience, and will be approved on a case by case basis. We will not purchase food for those rendering the service.
- Funds will not be given to purchase items only to be donated. We recognize the need, but the goal of the program is to purchase items that support the project being coordinated.
- Preference will be given to groups, individuals, or organizations that have not received a grant in the past. Maximum award amounts:
  - Per individual student per semester (max 2 awards per year) $100
  - Per project per semester (a group of students supporting the same activity) $200
  - Per agency per semester (max 2 awards per year) $300
- Complete the two-page application that follows and submit to Dawn in the Center for Community & Civic Engagement.
- Follow the fiscal policies and procedures on the following page.
- Complete Accomplishments Report, and submit original receipts as specified.

DIRECT QUESTIONS & SUBMIT APPLICATIONS TO:
Center for Community & Civic Engagement ~ Dawn Rhodes
480-461-7763 or drhodes@mesacc.edu

Updated 5/28/19
**FISCAL PROCESS- Please read carefully!!!**

*NOTE: The funding process can take up to two (2) weeks to be available.*

- After notification of award, all approved purchases must be paid for by the applicant(s) in advance and will be reimbursed by the Center for Community & Civic Engagement.
- Applicant(s) may purchase items ONLY after you are told by a staff member to do so. All purchases MUST be made, after notification, within the allotted timeframe outlined in award letter.
- Money spent prior to approval and funding being allocated will be considered as a donation by whomever made the purchase and will NOT be refunded.
- Approved requested items may only be purchased with grant funds. If additional items are purchased and were not listed in the budget, they will not be refunded. They become a donation by whoever made the purchase.
- Original receipts **MUST** contain: store name, address, phone number, and total. *NOTE: If items are purchased online, please submit the invoice (indicating method of payment), not the order form.*
- If non-approved items are purchased on the same receipt with items being funded by the grant, then the total of the grant funded items will be refunded less the total transaction privilege tax (aka sales tax).
- Money will be refunded once original receipts and Accomplishments Report are submitted, as long as purchases are made during the approved timeframe, and submitted during the period outlined in award letter.
- Original receipts not submitted in the timeframe mentioned above, will not be refunded as there is no proof of the purchase.
- Any funds spent over the grant award amount will be the responsibility of the person(s) who made the purchase.

**BUDGET EXAMPLE**

In order to prepare the itemized budget, you should “shop ahead” to see how much things will cost and indicate the quantity and price for each item. Add tax and then total your budget. Then round to the nearest dollar for your amount requested. Here is a simplified example:

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
<th>Unit Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Shovels</td>
<td>$3.50</td>
<td>$14.00</td>
</tr>
<tr>
<td>3</td>
<td>Bags of dirt</td>
<td>$4.00</td>
<td>$12.00</td>
</tr>
<tr>
<td>2</td>
<td>Trees</td>
<td>$30.00</td>
<td>$60.00</td>
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<tr>
<td>Subtotal</td>
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<td></td>
<td>$86.00</td>
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<tr>
<td></td>
<td>Tax</td>
<td></td>
<td>$12.35</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>$98.35</td>
</tr>
<tr>
<td></td>
<td>Total Requested for Grant</td>
<td></td>
<td><strong>$99.00</strong></td>
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</table>

**Points to Remember!**

- ★ All items must be paid for by the applicant(s) and then will be reimbursed.
- ★ Funds may be used to purchase approved supplies, materials, and equipment.
- ★ All items not consumed, or donated to the partnering organization, need to be returned to Center for Service-Learning (i.e. shovels, storage bins).
- ★ Be specific on the items being purchased. For example, don’t list prizes, but indicate what type of prizes (i.e. ribbons).
# Grant Application

**Incomplete applications will delay processing.**

**Applicant(s) Name:**

**Applicant’s Info:**

(Main Applicant's Name, Email, Phone Number[s])

**MCC Faculty/Advisor Involved:**

**MCC Course(s)/Student Organization:**

**MCC approved agency receiving the service:**

**Agency Supervisor:**

**Estimated number of people being served (if applicable):**

**Date or time frame of the project being funded:**

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## Budget

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<thead>
<tr>
<th>Quantity</th>
<th>Item*</th>
<th>Unit Cost</th>
<th>Total</th>
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</table>

*Be specific! For instance, “Prizes” is not specific, but say what kind of prizes (i.e. bubbles, stickers)*

<table>
<thead>
<tr>
<th>Subtotal</th>
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</thead>
<tbody>
<tr>
<td>Tax</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

**Amount Requesting**
APPLICATION QUESTIONS

1. What do you plan to do with the grant? Please describe the project, who will be served, when and where the activity will occur.

2. How does this relate to the goals of your course or your student organization?

NOTE! Projects MUST be student-lead, student-driven, and student-initiated. Students must complete the application and accomplishments forms.

APPLICANT PLEASE READ & SIGN: I understand that by submitting this form, I am not guaranteed funding. Also, that I am responsible to pay for items only after receiving written notification of award. I understand that only approved items will be reimbursed.

Signature: ___________________________ Printed Name: ___________________________

AGENCY SUPERVISOR PLEASE READ & SIGN: I certify this is a need of my agency and this money/project will be used to make a difference!

Signature: ___________________________ Printed Name: ___________________________

FACULTY/ADVISOR PLEASE READ & SIGN: I certify that the aforementioned student is currently enrolled in my service-learning course or is an active member of an MCC student organization for which I serve as an advisor. I understand the timeframe of the grant application is during the course in which they are enrolled or during the semester as outlined in the grant funding cycles.

Signature: ___________________________ Printed Name: ___________________________

Signatures are required in order for the application to be processed!

Official Use Only!
Approved or Denied: _________ If denied, reason: ____________________________________

MCC Center for Community & Civic Engagement - Making a Difference Grant Application  Updated 5/28/14
GRANT ACCOMPLISHMENTS FORM

Within one week after completion of your project, or as specified, submit a completed Accomplishments Report to the Center for Community & Civic Engagement.

Applicant(s) Name: ____________________________________________________________

Applicant’s Contact Info: ______________________________________________________

Agency Served: ______________________________________________________________

Supervisor’s Printed Name: ____________________________________________________

How many people were served? ________________________________________________

How many MCC students and staff were involved? ________________________________

- What did you do?

- How did you and/or your group benefit?

- What value did you add to the community?

- Did you receive any other donations to help support your project? If so, what and at what value?

Amount requesting for refund: _________________________________________________

(Attach original receipts and schedule an appointment with Dawn to be reimbursed.)

I certify that the service agreed to was performed and all items were consumed (used) or donated to my agency. If not, they will be returned to the Center for Community & Civic Engagement.

Agency Supervisor Signature: _________________________________________________

Applicant’s Signature: ________________________________________________________

Please submit completed report & receipts to: Dawn Rhodes, Center for Community & Civic Engagement, 480-461-7763, drhodes@mesacc.edu or 480-844-3148 fax