

MAKING A DIFFERENCE GRANT



MESA COMMUNITY COLLEGE

A MARICOPA COMMUNITY COLLEGE

Funded by proceeds raised from the MCC Lost & Found Sale and Silent Auction, and through generous donations from Mesa United Way.

Mesa Community College’s (MCC) Center for Community & Civic Engagement administers mini-grants for service-learning student and student organizations that implement service/civic engagement projects at one of MCC’s approved agencies. 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.

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, their neighborhood, or the greater community at an MCC approved community partner.
- Grants 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.
- Applicant may not buy materials/supplies until given permission. Refunds will not be given.
- Applicant(s) must plan the project with input from the benefiting organization in order to ensure the project is needed.
- The project must include preparation activities that teach students the needed skills or knowledge to implement the project.
- Preference will be given to individuals, groups and agencies that have not received a grant in the past. Maximum preferred award amounts:

Per individual student per semester (max 2 awards per year)	\$100
Per group project per semester (2 or more students working together on the project)	\$200
Per agency per semester (max 2 awards per year)	\$300

- Complete the two-page application and submit to Dawn Rhodes 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.
- **Messy or incomplete applications will not be accepted. Be detailed so the selection committee understands the project and what will be accomplished.**

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

FISCAL PROCESS - Read Carefully!!!

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

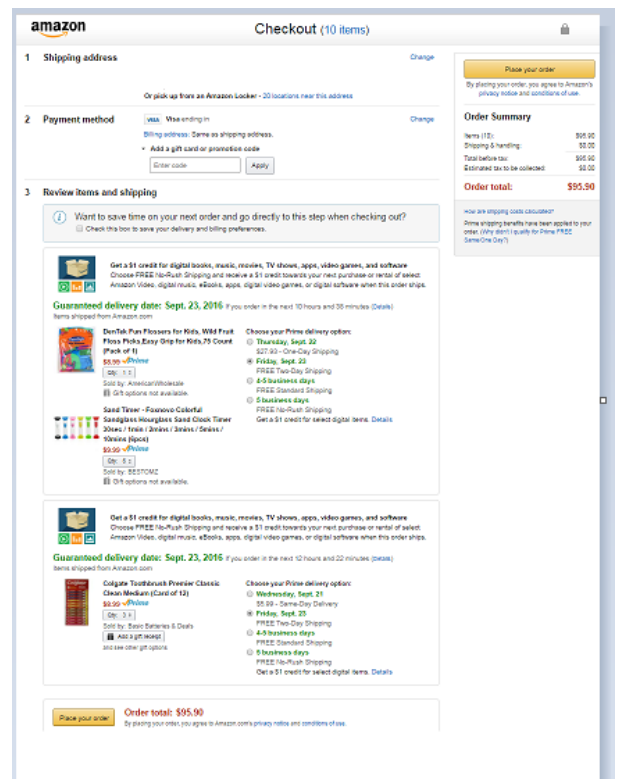
- Items must be available to be purchased online. Our preferred vendors are: Amazon.com (prime not available) or Walmart.com. *For office/school supplies, utilize Staples.com.* Add necessary items to the cart. Once all items are in your cart, print the page(s) that indicate the item(s) and grand total including taxes and/or shipping. **Do NOT submit items in your shopping cart for processing. There will be NO way to reimburse you.**
- After notification of award, all approved purchases will be paid by the Center for Community & Civic Engagement. Applicant must meet with Vickie Gallegos to order items being funded.
- You will be notified via email when you are approved and to schedule an appointment to order your supplies.
- **Purchases can ONLY be made after a staff member has notified the applicant. All purchases MUST be made, after notification, within the allotted timeframe outlined in award letter.**
- Money spent prior to the approval of funding being allocated will be considered as a donation by whomever made the purchase and will NOT be refunded.
- Only approved items may be purchased with grant funds. If additional items need to be purchased, and were not listed in the budget, they will not be purchased through the grant and the applicant must obtain another way to secure needed items.
- 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.
- Upon completion of the project, applicant must submit the completed accomplishments form.

BUDGET EXAMPLE

Below is an example of a group of dental hygiene students conducting a group project to teach children the proper tooth brushing method. To prepare the itemized budget, you should "shop ahead" to see how much things will cost and print and attach the "checkout" page. **DO NOT PLACE YOUR ORDER AS YOU WILL NOT BE REIMBURSED.** All orders must be placed by the Center for Community & Civic Engagement.

Points to Remember!

- ★ *Funds may be used to purchase approved supplies, materials, and/or equipment.*
- ★ *All purchases must be made by the Center for Community & Civic Engagement.*
- ★ *All items not consumed, or donated to the partnering organization, need to be returned to Center for Community & Civic Engagement.*
- ★ *Plan for shipping and receiving time in your timeline of completion.*





Date Received: _____ By: _____

GRANT APPLICATION

Incomplete and messy applications will delay processing.

Applicant's Name: _____

Applicant's Email: _____

Applicant's Phone Number: _____

MCC Course/Student Organization: _____

MCC Faculty/Advisor: _____

MCC Approved Agency: _____

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

Date or time frame of the project being funded: _____

Amount being requested (include applicable tax & shipping): _____

APPLICANT PLEASE READ & SIGN: I understand that by submitting this form, I am not guaranteed funding. I understand that only approved items will be purchased. I understand that items being purchased we be used in a project that I am supporting and not for items to be donated to the agency I am serving at.

Signature: _____ Printed Name: _____

FACULTY/ADVISOR PLEASE READ & SIGN: I certify that the aforementioned student(s) 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: _____

AGENCY SUPERVISOR PLEASE READ & SIGN: I certify this is a need of my agency, and that purchased items will be used to make a difference in the community!

Signature: _____ Printed Name: _____

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

Attach a copy of your online order form (shopping cart)



Date Received: _____ By: _____

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 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?

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: _____

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