



\$100 Difference Grant Application

Funded by proceeds raised from the MCC Lost & Found Sale and Silent Auction

Mesa Community College's Center for Service-Learning administers a mini-grant program for service-learning activities involving Mesa Community College students. Applicants must be enrolled in a MCC class that incorporates service-learning and is recognized by the Center for Service-Learning. Funds may only be utilized at one of MCC's approved agencies. Mini-grants are available for up to \$100 to support service-learning experiences that are curriculum-based.

*A service-learning 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 timely and needed.*

APPLICATION GUIDELINES

- The project must involve Mesa Community College students in service to MCC, neighborhood, or the greater community.
- Funds may only be used for projects that benefit one of MCC's approved partners.
- 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, food/candy, drinks, gift cards, transportation, or services (i.e. entertainment, catering). Also, funding will not be given to purchase items only to be donated (i.e. non-perishable food).
- Follow the fiscal policies and procedures on the following page.
- Complete Accomplishments Report, and submit original receipts as specified.

APPLICATION PROCESS

- Mini-grant awards will be distributed on a first come, first serve basis and will be distributed monthly. Grants will be reviewed on a regular basis while funds are available.
- Complete the two-page application that follows and submit to Dawn in the Center for Service-Learning.
- Lengthy responses are not expected or desired; however, enough information must be provided to enable the Service-Learning staff to have a clear understanding of the service-learning activities being funded.
- Preference will be given to groups, individuals, or organizations that have not received a grant in the past.
- Applicants will be notified about the status of their mini-grants within 7 to 10 business days after submission.

DIRECT QUESTIONS & SUBMIT APPLICATIONS TO:

Center for Service-Learning ~ Dawn Rhodes
480-461-7763 or drhodes@mesacc.edu

STRICT 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 Service-Learning.
- Applicant(s) may purchase items ONLY after you are told by a staff member to do so (keep original receipts!). All purchases MUST be made, after notification, within the allotted timeframe outlined in award letter.
- Original receipts **MUST** contain: store name, address, phone number, and total. *NOTE: If items are purchased online, please submit the invoice, not the order form.*
- 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.
- 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 transaction privilege tax (aka sales tax).
- Money will be refunded once original receipts and Accomplishments Form are submitted as long as purchases are made during the approved timeframe and the original receipts and Accomplishments Form are submitted during the period mentioned above, or as 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.
- 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 \$100.00, or money awarded, will be the responsibility of the person(s) who made the purchase
- The funds may not be used to pay personnel, food/candy, drinks, gift cards, transportation, or services (i.e. entertainment, catering). Also, funding will not be given to purchase items only to be donated (i.e. non-perishable food)

Points to Remember!

- ★ All items must be paid for by the applicant(s) and then will be reimbursed.
- ★ Funds may be used for 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).
- ★ The total request for each application may *NOT* exceed \$100.
- ★ Be specific on the items being purchased. For example, don't list prizes, but indicate what type of prizes (i.e. ribbons).

BUDGET EXAMPLE

In order to prepare the itemized budget, you should “shop ahead” to see how much things will probably 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:

<u>Quantity</u>	<u>Item</u>	<u>Unit Cost</u>	<u>Total</u>
4	Shovels	\$ 3.50	\$14.00
3	Bags of dirt	\$ 4.00	\$12.00
2	Trees	\$30.00	\$60.00
Subtotal			\$86.00
Tax			<u>\$12.35</u>
Total			\$98.35
Total Requested for Grant			<u>\$99.00</u>



\$100 Difference Grant Application

*Funded by proceeds earned from the
MCC Lost & Found Sale and Silent Auction*

Date: _____

Applicant(s) Name: _____

Applicant's Info: _____

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

MCC Faculty Involved: _____

MCC Course(s): _____

Organization receiving the service: _____

Organization Contact Person: _____

Number of people being served (if applicable): _____

Date or time frame of the service-learning project/activities being funded: _____

Budget			
Quantity	Item	Unit Cost	Total
<i>Total request may not exceed \$100. Use an additional sheet if needed. *Be specific- i.e. "Prizes" is not specific, but say what kind of prizes (i.e. bubbles, stickers)</i>		Subtotal	
		Tax	
		Total	
		Amount Requesting	

APPLICATION QUESTIONS

1. What will be done with the mini-grant? Please describe the project, who will be served, when and where the activity will occur.

2. What will you learn? Please relate it to your course competencies.
How will this experience benefit you?

3. How will the results of the service activity and the learning be measured? What reflection activities will take place?

APPLICANT PLEASE READ & SIGN: *I understand that by submitting this form, I am responsible to pay for items and will get reimbursed. I also understand that I can NOT spend any money until I have been notified if awarded (meaning NO money should be spent prior to written notification). Also, I understand that only items approved will be reimbursed.*

Applicant's Signature: _____

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

Organization Contact's Signature: _____
(This signature is required in order for the application to be processed)

FACULTY PLEASE READ & SIGN: *I certify that this student is taking one of my courses that incorporate service-learning. Also, understand that this student is applying for funds to support his or her service-learning project.*

Faculty's Signature: _____



\$100 Difference Grant Application Report

Within one week after completion of your mini-grant project, or as specified, and prior to money being refunded, please submit a completed Accomplishments Report to the Center for Service-Learning. If needed, you can add additional pages.

Applicant(s) Name: _____

Applicant's Info: _____

Organization Served: _____

How many people were served? _____

How many MCC students or 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: _____

I certify that the service agreed to was performed and all items were consumed (used) or donated to my organization. If not, they will be returned to the Center for Service-Learning.

Signature of Organization Contact: _____

THANK YOU!

Please submit completed report to: Dawn Rhodes, Center for Service-Learning
drhodes@mesacc.edu or 480-844-3148 fax