



SOUTHWESTERN COLLEGE FOUNDATION REQUESTS for FUNDING

The Southwestern College Foundation sets aside a designated amount of money each year for campus activities, student scholarships, and community organizations.

The availability of funds is formally announced at the beginning of the fall and spring semesters. Only complete applications are reviewed by the SWC Foundation: Incomplete applications are returned to the applicant.

All requests received by the end of each month from September to April are reviewed by the end of the following month provided that the application is complete. Requests received in May, June, July, or August are reviewed at the September meeting.

The "Post Project Evaluation" form **must be** completed and submitted to SWC Foundation within 30 days after project is concluded. Failure to submit the completed form within the specified time period, could negatively impact future funding considerations.

The SWC Foundation exists solely for the benefit of Southwestern College and awards approximately \$100,000 per year in three separate categories:

- Campus activities/organizations
- Community event sponsorship/advertising
- Student scholarships

Campus activities/organizations Most awards range from \$250 to \$2,000. Priority is given to the following:

- Extracurricular activities that enhance student learning.
- Line item budgets that document matching funds and partnerships.
- Campus units whose faculty and staff support the SWC Foundation by partnering with their time, talent, or treasury.
- Requests received on a timely basis (90 days in advance).

Community events Priority is given to the following:

- Those organizations operating within the Southwestern Community College District.
- Those organizations that directly support our students.
- Those organizations that support the SWC Foundation by partnering with their time, talent, or treasury.
- Those organizations whose requests are received in a timely manner, generally 90 days prior to the event. Last minute requests will not be reviewed.

Student scholarships are restricted funds with defined purposes and eligibility criteria. Application forms and procedures for applying for these funds can be found on the College's website. **The SWC Foundation does not entertain any unsolicited requests for scholarship funds.**



SOUTHWESTERN COLLEGE FOUNDATION REQUEST for FUNDS

*Instructions: Complete Form A for Campus Activity/Organization requests and Form B for Community Events and attach supporting documentation/information. Submit application to the SWC Foundation, c/o Office of Institutional Effectiveness. Applications will be reviewed by the end of the following month as long as application package is complete (including required signature of Dean, Director and/or Vice President). Requests received in May, June, July, or August will not be reviewed until September. **Incomplete applications will be returned and will not be reviewed by the SWC Foundation. Request for Funds applications should be submitted a minimum of 90 days before funds are needed. The "Post Project Evaluation" form MUST BE completed and submitted to SWC Foundation within 30 days after project is concluded.** Scholarship applications are available through the College's website @ www.swccd.edu.*

FORM A - Campus Activity/Organization

- School and/or Unit: _____
- # SWC Students _____ # SWC Faculty _____ #SWC Staff _____
Who will participate in this event/activity.
- Is this request being submitted on a timely basis (90 days before funds are needed)? Yes No
- Is an explanation attached as to how these expenditures will support student learning at Southwestern College? (Note: One page only, please) Yes No
- Is a line item budget attached describing how the funds will be used? Yes No
- Have you previously received funds from the SWC Foundation? If yes, did you submit the required "Post Project Evaluation?" Yes No
Amount Received? _____
- Are matching funds being provided? Yes No
If yes, by whom? _____
Amount of match? _____
Printed name of authorized entity for matching funds: _____
Signature of authorized entity for matching funds: _____
If SWC matching funds, list account # _____

If yes, have you attached a line item budget for the matching cost expenditures along with the line item budget for the requested funds? Yes No
- Please identify what priority area(s) of SWC's Strategic Plan this activity addresses/relates to:

- Have you supported the SWC Foundation's Annual Fund Campaign? Yes No
(Note: "Support" is defined as contributions of time, talent, or treasury)
Please describe your support:

- Amount Requested \$ _____
- If approved, who should check be made payable to? _____

* * * * *

Name of applicant (please print): _____

Telephone: _____ E-mail: _____

Signature of Dean, Director or Vice President indicates that the proposed activity is in concert with priorities and plans and that on-going support is not needed:

Date: _____

Dean, Director or Vice President (signature required)



POST PROJECT EVALUATION

Date: _____ Name of person completing form: _____

Project Title: _____

Project Director Name: _____ Title: _____

College Division/School: _____

Project Total Budget: \$_____ Amount of funds received from SWC Foundation: \$_____

1. Please list your project's objectives/goals and describe how they were achieved.

2. How many SWC students/staff/faculty participated in or benefited from this project?

3. How much was spent per student/staff/faculty for this project? (identify the cost per participant)

4. What impact did this project have on SWC or the community?

5. Please explain how your project supports SWC's strategic plan (i.e. identify what priority areas were addressed and describe how your project's activities related to each).

6. How did you publicize the project? Please provide examples (actual samples preferred) of your project's collateral materials (i.e. program, emails, posters, advertisements).

7. Please provide evidence of how your project acknowledged SWC Foundation's expenditures/support for this project.

RETURN TO: Dawn Perez, Office of Institutional Effectiveness