

## **CSN Foundation Grant Program 2018-19 Request for Proposals**

The CSN Foundation Board of Trustees invite faculty and staff to apply for a CSN Foundation Grant to support student-centered projects during the 2018-19 year. Support for the grant program comes from the CSN Foundation unrestricted account and the countless members of the CSN community who donate to it to support CSN's mission. Therefore, CSN Foundation Grant proposals should reflect the spirit of the College and Foundation's respective missions.

**CSN Mission:** The College of Southern Nevada creates opportunities and enriches lives with inclusive learning and working environments that support diversity and student success. The College fosters economic development, civic engagement, and cultural and scientific literacy, while helping students achieve their educational, professional, and personal goals.

**CSN Foundation Mission:** To support the strategic initiatives for the College of Southern Nevada by raising funds for facilities and capital improvements, scholarships and educational programs and faculty requirements. The result of our efforts will be more access for students, a better trained and more relevant workforce for the community, and the perception of CSN as a model institution for higher education in our region.

**We are now receiving Request for Proposals for 2018-19 projects until no later than 5 p.m. on Monday, May 14, 2018.**

### **AWARD PROCESS**

The CSN President shall appoint a committee of college faculty and staff to evaluate and score proposals, based on criteria approved by the CSN Foundation Board of Trustees described below. The committee will also determine the amount of available grant funds to award to each recipient not to exceed \$10,000. The CSN President must review/approve the awards prior to distribution. Faculty and staff recipients will be notified this summer and will be acknowledged during fall Convocation.

CSN Foundation Grants are for a one-year period and do not automatically renew.

### **GRANT CRITERIA**

The program will give priority to projects, programs, or activities that provide services in the following focus areas, based on CSN's vision:

- *Exceptional Learning Environments*, which integrate career and liberal arts education to shape well-rounded, engaged citizens, employees, and community leaders.
- *Developing Solution-oriented Strategies* to help students overcome barriers to educational access and success.



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- *A Culture of Accountability* in which we balance data-informed decision making with flexibility and responsiveness to stakeholders, individuals, and events.
- *A Collegial Work Environment* that makes CSN the "employer of choice" for an exceptional workforce that is engaged in and accountable for the quality of CSN's learning environment, and that benefits from excellent support, growth opportunities, and competitive total compensation packages.
- *Quality Community Partnerships* that provide resources and educational opportunities to develop a skilled workforce.
- *Cultural and Academic Initiatives* that promote the advancement and appreciation of the arts, sciences, and humanities, contributing to the richness of our multicultural community.

## **FUNDING LIMITS**

- For the 2018-19 academic year, the CSN Foundation Grant Program will allocate a total of \$40,000 to support college programs and activities selected through the award process described above. If selected, your project may be eligible for a maximum grant award of \$10,000.
- If you are applying for more than one project or program, you must submit a separate application for each program. Programs may not be combined into one proposal submission.
- The CSN Foundation Grant Program WILL NOT FUND:
  - Compensation for services provided by CSN employees, contracted individuals, or volunteers
  - Projects that have a religious component involving proselytizing or political component involving political parties or advocacy
  - Pass-through agencies (organizations whose staff do not provide direct client services but who then distribute funding to third-party organizations to provide projects/programs and services)
  - Fundraising activities
  - Recreational activities unrelated to academic success and professional development

## **GRANT RECIPIENT ELIGIBILITY**

To qualify for a CSN Foundation grant, your project proposal must meet the following requirements:

- Proposals must be submitted by a CSN employee or employees with approval from director-level or above.
- Only complete applications submitted prior to the deadline will be considered.
- Proposals must directly or indirectly impact CSN students or prospective students.
- Proposals must meet at least one of the Grant Criteria described above in support of CSN's mission and vision.



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- Proposals must comply with the policies of the Nevada System of Higher Education and the College of Southern Nevada, including policies related to diversity and inclusion.
- Applicants must agree to file a report with the Foundation at the end of the academic year on the outcomes of the project and present on the project before the Board of Trustees upon request. Recipients who fail to complete either of these activities will forfeit eligibility for additional funding for themselves and the project in the following year.
- Applicants must agree to allow the CSN Foundation access to promote the project, program, or activity funded through the program.

## HOW TO APPLY

Your application for a CSN Foundation Grant will be submitted via email to [foundation@csn.edu](mailto:foundation@csn.edu). Your email should include the following items:

**Email subject:** CSN Foundation Grant Application -- (LAST NAME OF SUBMITTING EMPLOYEE)

In the body of the email, please provide the following:

- The name, title, and department/unit of the submitting employee, including a CSN phone number.
- Please include the name, title, phone number and email address of the direct supervisor (who will be contacted to confirm departmental/unit support of the project).
- Please include the name of the project for which you are seeking funding.

**Attachments:** *To meet the grant requirements, your email should include two attachments.*

**Attachment 1.** This is a Word or PDF document that includes the following information:

- The name, title, phone number, and email address of the employee submitting the application and the name of the project for which you are seeking funding.
- The names of any other supporting departments, units, or individuals involved in the implementation of your project.
- In this document, please provide a description of the project for which you are seeking funding and reason the grant is needed.
- Please include a narrative as to how the proposed project directly or indirectly impacts CSN students or prospective students.
- Please include a description of measurable project outcomes, including expected short-term outcomes for this academic year and long-term outcomes five or more years down the road. NOTE: If you receive a grant, you will be required to report on these outcomes to the CSN Foundation Board.
- Finally, please provide an explanation of how your project meets one or more of the grant criteria described above, indicating which specific grant criteria it meets. This will help evaluators better understand how your project supports the CSN mission and vision.



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**Attachment 2.** This attachment is an explanation of the project budget and should be a Word document or Excel Spreadsheet that includes the following:

- Expenses and total costs of the project
- Specific Expenses that would be supported by the grant
- Revenue sources anticipated – other than this grant

Please submit your proposal to [foundation@csn.edu](mailto:foundation@csn.edu) by no later than 5 p.m. on May 14, 2018.

If you have any questions about the 2018-19 CSN Foundation Grant Program or the CSN Foundation, please email [foundation@csn.edu](mailto:foundation@csn.edu) or call 702-651-7301. Grant recipients will be notified immediately and acknowledged during the fall Convocation kickoff.



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