AVC Annual Foundation Grant Awarding Guidelines
2023 - 2024 Academic Year

The AVC Foundation Grants program assists AVC campus entities with one-time non-recurring purchases not funded from the college/district budget and directly supports students for the betterment of Antelope Valley College and its educational mission.

Grant awards are funded by the Antelope Valley Community Students' Endowment, unrestricted employee giving, and donor contributions.

Examples of items that cannot be considered:

- Purchases that require recurring financial support
- Scholarships
- Alcoholic beverages
- Salaries
- Sponsorships
- Requests for programs that do not directly benefit the students of AVC
- Funding for religious or political purposes
- Multi-year pledge requests
- Items for personal use
- Food for departmental parties

All purchases must also follow District policy. These policies can be found at https://www.avc.edu/administration/busserv/guidelinespolicies.

Once a completed application is received, a committee will confirm eligibility, evaluate the student impact, and award available grant funds. Incomplete applications will not be accepted, including those missing administrator approval and, if required, approval from ITS.

Direct any questions to Lisa O'Leary, Foundation Coordinator, at extension 6055 or lisa.oleary@avc.edu.

AVC Annual Foundation Grant Application
2023 - 2024 Academic Year

Completed applications must be received by October 27, 2023. Submit to Lisa O'Leary at the Foundation Office or lisa.oleary@avc.edu. Incomplete applications will not be considered. Grantees have until the end of the academic year to expend any awarded funds. Any unused funds will be forfeited and returned to the grant program account.

APPLICANT INFORMATION	
Name:	Title:
Department/Division:	Total Amount Requested: $

INFORMATION TECHNOLOGY SERVICES (ITS)
Section to be completed by ITS Director for the support of ITS equipment/support only

ITS Approve/Support: ☐ Yes ☐ No   ITS Notes: _____

ITS Director: _____   _____   _____
                              (print)   (signature)   (date)

ADMINISTRATOR'S SUPPORT
This section is to be completed by the supporting administrator

Rate the need for this request: Low Priority ☐ 1   ☐ 2   ☐ 3 High Priority

I support this grant request and acknowledge that this directly benefits our students and is not something that can be funded through our departmental budget.

Supporting Administrator: _____   _____
                                                      (print)   (title)

Supporting Administrator: _____   _____
                                                      (signature)   (date)

GRANT REQUEST DETAILS

1. **Purpose of the Requested Funds:** How will the activity/equipment support and enhance the mission of your instructional or student services area?

2. **Budget:** Provide an itemized breakdown of how the funds would be used. Please list any funds that have been secured and additional sources of funds available for this project

Description (include breakdown)	Cost
Total Requested:	

Budget Notes (optional):