

SANTA MONICA COLLEGE
GLOBAL CITIZENSHIP CALL FOR MINI GRANT PROPOSALS
Spring Semester 2012

Please complete the following application and send via e-mail to Pete Morris (morris_pete@smc.edu) and Kelley Brayton (brayton_kelley@smc.edu), co-chairs of the Global Citizenship Council, by **Friday, 20 January 2012**.

Name: _____

Department: _____

Amount of Funding Requested (*Maximum \$3000*): _____

Short Description of Proposed Project/Activity:

Narrative:

Please provide a brief narrative of no longer than three pages that describes your proposed activity and addresses the following questions.

1. How will your planned activity involve students?
2. How will this activity add value to the Global Citizenship initiative and/or to our current annual theme, "Health, Wellness and the Pursuit of Happiness"?
3. Especially if the activity directly involves a small number of people, how do you plan to disseminate what is learned to the greater SMC community (brown bag lunch series, workshop, publication, etc.)?
4. What is the timeline for the proposed project? (**This round of proposals is for the Spring 2012 semester only, and expenses made prior to the award date of 17 February 2012 cannot be reimbursed.**)
5. How will the requested funds be spent? Be as specific as possible in breaking down expenses such as food/catering, performance or speaker fees, etc..
6. Have you applied for funding for this activity from any other sources? If we were only able to fund a portion of your proposal, what would be your top priorities?

If your mini-grant is awarded, you'll need to consider the following:

Budget & Planning Logistics:

Depending on the type of activity, you may need to complete one or more of the following:

- 1) Please prepare your budget using the posted Excel spreadsheet.
- 2) Purchases for any reimbursements connected minigrant cannot be made prior to the award date of February 17, 2012. Only original itemized receipts with the date and company logo will be accepted for reimbursement. All original receipts submitted to the International Education Center (attention Mr. Ramin Nematollahi) by Monday, June 4 2012. It may take up to 3-4 weeks for reimbursement.
- 3) If your mini-grant proposal involves such an activity as a performance on campus, etc. and you are inviting an outside individual or organization, you will need to do secure the following:
 - a. Request an invoice on that company's letterhead detailing the activity and associated cost. A copy of this invoice can be sent to the International Education Center (IEC) for processing.
 - b. Secure a W-9 form from the individual or company. Here's the link, <http://www.irs.gov/pub/irs-pdf/fw9.pdf>. Please forward this completed form to the Nematollahi_Ramin@smc.edu.
 - c. Secure a Proof of Insurance Liability Form. Please have the vendor send a copy of their insurance to Charlie Yen, (Yen_Charlie@smc.edu).
 - d. The above-listed items, as appropriate, needs to be completed prior to the event.
- 4) Food cannot be prepared on-campus or at a home residence without a health permit. Any food coming from off-campus needs to be provided by a licensed vendor. Please check with Linda Sullivan (Sullivan_linda@smc.edu) on approved vendors. We cannot sell food on campus for any mini-grant event.
- 5) If you have applied for a mini-grant to attend a professional development conference, you will need to complete a Conference Attendance Form and secure the necessary signatures.