The Edison Foundation Mini-Grant Program Application

- Mini-Grants are allocated for up to $1,000
    - The requester will forward the completed application via email as a Microsoft Word document to Executive Director of The Edison Foundation, Dr. Richard Hanes: rhanes@edisonohio.edu
- The Edison Foundation Mini-Grant Program committee will review the proposal.
    - If the committee selects the proposal, it will be recommended to The Edison Foundation Board for final approval.
- The Edison Foundation will inform the applicant of the committee's final decision.
- Final Report Submission Requirement: The recipient has until June 1st to complete the project and submit a final report to The Edison Foundation. If the total grant award is not fully spent, the rest must be returned to The Edison Foundation by June 1st of the same fiscal year.

Application Components:
1. Applicant's Name:
2. Applicant's Contact information, including phone number, email and department:
3. Amount Requested:
4. Date:
5. Project Title:
6. Project Summary:
7. Project Correlation to Edison State Mission and Strategic Plan (critical few, strategic direction, and tactic):
8. Project Intended Outcomes:
9. Is the project an expansion of an existing program or is it a new initiative?
10. Project Stakeholders (students, alumni, staff, faculty, the department, the community, etc.):
11. Project Timeline:
12. Project Leader:
13. Project Evaluation:
14. Budget Summary:

Applicant Signature and Date_____

Supervisor's Signature and Date_____

The Edison Foundation Mini-Grant Program Application Review Criteria

1. Alignment with the mission and strategic plan of Edison State and The Edison Foundation.
2. Strategic impact on Edison State and its students.
3. Scope of the project.
4. Potential of continuation of the initiative once the grant funding is exhausted.
5. New initiatives will be given priority.
6. Mini-grant funds should not supplant the annual college budget.

The Edison Foundation Mini-Grant Approval and Funding Processing Steps for Awardees To Be Completed by the Applicant:

1. Grant Acceptance Letter: If the mini-grant application is approved, The Edison Foundation will send an email notifying the **applicant that they must complete a "Grant Acceptance Letter."** This "Grant Acceptance Letter" must be signed by the applicant/awardee and emailed to The Edison Foundation Secretary (ncantrell2@edisonohio.edu) to confirm that they agree to the terms of the grant.

2. Request for Funds Email: When the applicant is ready to request funding, the applicant must email The Edison Foundation Secretary that they would like access to the funds. The secretary will then submit a check request to release the funds. This check request process may take up to two weeks to complete from this initial funding request.

3. Purchase Order: Once the check request process is complete, Edison State's Business Office will notify the applicant via email that funding is available. The applicant can then submit a purchase order for the funds as needed per regular College purchasing procedures. The check request process may take up to two weeks to complete. See below for details.

The Edison Foundation Mini-Grant Program Final Report

Address all points applicable to your project. **The final report is due by June 1st.** Submit the final report via email to The Edison Foundation rhanes@edisonohio.edu

1. Project Information
   a. Activities- completed activities and number of persons affected; participant reaction to activities; any activities not completed and reason for non-completion.
   b. Outcomes- intended goals/outcomes and evidence of achievement; outcomes not achieved and why; any unintended outcomes.
   d. Concerns- any problems encountered or changes in the project.
   e. Strengths and Limitations- what worked; what did not work.

    f.   Future Plans- Plans which have been developed for continuation of this project, plans for future funding sources for the continuation.

2. Financial Information
   a. Total Cost of Project- total actual income and expenses during the grant period as compared to the original project budget. The financial report should include a line-item budget to delineate the use of Foundation funds related to project expenses and a description of other income sources used to support this project.
   b. Evidence needs to be documented that all mini-grant award funds were expended. If the total grant award is not fully spent, the rest must be returned to The Edison Foundation by June 1st of the same fiscal year.

3. Appendices
   a. Significant Materials- provide copies of any printed materials developed for the project with Foundation grant dollars during the grant period.

You may be asked to give a brief presentation for Foundation donors and board members describing the project and its outcomes. In addition, The Edison Foundation expects the recipient to make appropriate public acknowledgment of the Foundation's assistance with the project, through literature and otherwise. The Foundation logo will be provided to all grant recipients to facilitate this acknowledgment of the Foundation's assistance.

Please contact The Edison Foundation Office with any questions or concerns at 937-778-7806 or rhanes@edisonohio.edu