CABRILLO COLLEGE FOUNDATION
Crocker Endowment Grants

Each fall, proposals from faculty and staff will be accepted for Crocker Endowment Grants. Proposal guidelines, criteria, and timing are detailed below.

**Dental Hygiene & Allied Health Crocker Endowment**
Endowed funds will be used for equipment, maintenance of equipment, technology and technology upgrades, and program support to enhance students’ learning experience. Funds will not support what is ordinarily covered by the college general fund, including staff positions. Dental Hygiene needs are the highest priority, however, other Allied Health programs with more urgent needs may receive this funding.

There is $5,274.69 available to award this year. Grant size minimum is $1,000 and grant recipients will be selected by the Dean of HAWK.

Submit proposals to the Dean of Health, Athletics, Wellness and Kinesiology by October 27, 2011. Recipients will be notified of selection by November 10, 2011 and will be asked to present at the Faculty Grants for Student Success Reception on November 17, 2011.

**Visual and Performing Arts Crocker Endowment**
Endowed funds will be used for equipment, maintenance of equipment, technology and technology upgrades, and program support to enhance students’ learning experience. Funds will not support what is ordinarily covered by the college general fund, including staff positions.

There is $6,773.35 available to award this year. Grant size minimum is $1,000 and grant recipients will be selected by the Dean of VAPA.

Submit proposals to the Dean of Visual, Applied, and Performing Arts by October 27, 2011. Recipients will be notified of selection by November 10, 2011 and will be asked to present at the Faculty Grants for Student Success Reception on November 17, 2011.

**Campus-Wide Crocker Endowment**
Endowed funds will be used for equipment, maintenance of equipment, technology and technology upgrades, and program support to enhance students’ learning experience. Funds will not support what is ordinarily covered by the college general fund, including staff positions. Some may be multi-year grants.

There is $13,275.16 available to award this year. Grant size minimum is $1,000 and grant recipients will be selected by the Cabinet.

Submit proposals to the President of Cabrillo College via the President’s Executive Assistant by October 27, 2011. Recipients will be notified of selection by November 10, 2011 and will be asked to present at the Faculty Grants for Student Success Reception on November 17, 2011.
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Crocker Endowment Grant Guidelines

Proposals must include:
1. Crocker Endowment Grants Cover Sheet
2. Project Narrative (maximum 2 pages, single-spaced, using a standard 12 point font and 1 inch page margins) – describe the project or activity for which funding is sought, including a timeline for the project and budget. Include specific measurable outcomes and objectives that will allow you to gauge if your project has been successful. See How to Write Measurable Goals and Objectives from the Indiana Department of Education and Student Learning Outcomes. Project should be well-conceived, fully researched and ready to implement.

Proposal Criteria
Each submitted proposal should address the following criteria.

- **Concept** - The proposed project or activity supports Cabrillo College’s mission.
- **Need** - The project or activity is appropriate and necessary for the department and/or population it intends to serve.
- **Impact & Measured Outcomes** - The project or activity is likely to show an improvement as a result of the grant and its goals are realistic and measurable.
- **Capacity** - The department demonstrates sound governance and management practices as well as the ability to implement the proposed project.
- **Financial Soundness** - The department’s finances are well-managed and the project's budget is reasonable and realistic.

Selection:
The Dean of HAWK, Dean of VAPA, and Cabrillo College Cabinet will determine which proposals are funded for their respective endowment areas.

Final Project Report
A final project report is due October 1st each year to the Cabrillo College Foundation. Final Project Reports must be completed before submitting a new proposal for the Crocker Endowment Grants. Final Reports (1 to 2 pages, single-spaced, using a standard 12 point font and 1 inch page margins) must address the following questions:

1. Were you able to fully complete the project? If not, please explain.
2. Did your project/activity meet all of the stated objectives and outcomes? If no, explain why it did not.
3. Did you use all of the allocated funds?
4. Did your project stick to the budget you submitted? If not, explain what factors caused the deviation.
5. What did you learn from this project?
CABRILLO COLLEGE FOUNDATION
Crocker Endowment Grants Cover Sheet

Contact Name: __________________________  Title: __________________________

Phone# __________________________  Email: __________________________

Department: __________________________________________________________

Project Title: __________________________________________________________

Project Summary (Use three sentences or less):
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Project Start Date: _____________  Project End Date: ________________

Total Project Budget: _____________  Amount Requested: _____________

Which fund are you applying to? (choose one):

☐ Dental Hygiene & Allied Health Crocker Endowment
☐ Visual and Performing Arts Crocker Endowment
☐ Campus-Wide Crocker Endowment

Approval/signature (mandatory):

Department Dean: __________________________  Date: _____________

(Approval indicates the project is needed, worthy and well-conceived. A final report is due October 1st.)