

2016-2017

Innovation Grant Application

SPC St. Petersburg
College

FOUNDATION

Phone: (727) 341-3302
foundation@spcollege.edu

Guidelines

Application Process

- The program is open to full-time faculty, staff and student groups with faculty advisors.
- Applicants must complete the application in its entirety, ensuring adequate detail is provided for all questions. Answer fields will expand to accommodate text as needed.
- After completing the application, submit to your Dean or Administrative Management for approval. The Dean or Administrative Management should review, complete the grey box on the last page of the application and submit the completed application to the Foundation via email to indicate their approval of the project and their consent to serve as budget supervisor.
- For faculty who are collaborating on the application: If the collaborators report to more than one Dean, both/all Deans must sign off, but only one Dean will submit on your behalf.
- Completed applications must be submitted to the Foundation by the Dean or Administrative Management by **5:00 p.m. on November 30, 2016** to be considered for the 2016-2017 Innovation Grants.
- The Innovation Grants review committee, which is comprised of representatives of the College, the Foundation and the community, review and score the applications. The grant recipients will be announced in December.
- Grant recipients may be asked to make a presentation (written or oral) to College representatives and/or Foundation donors regarding the project funded and the outcomes.
- The Foundation awards grants of up to \$3,500 through this initiative.

How to Access Funds Awarded

- Once grants are awarded, the College will establish a new cost center for each grant recipient.
- The budget supervisor for your grant will be your Dean or Administrative Management. You will need to work with them to access the funds.
- Grant recipients have one year from the time of the award to spend the funds. Any funds remaining after this time are forfeited.
- Equipment and/or materials purchased with grant funding are the property of SPC.
- No portion of the grant can be used for stipend/supplemental pay for SPC employees and/or students.