

## FACULTY & STAFF ADVANCEMENT AWARDS

### *Fall 2017 Guidelines*

#### 1 - Purpose

These awards support the faculty and staff who help make the experience of students at Monterey Peninsula College both meaningful and rewarding. To this end, FASA awards promote professional and personal growth, advancement in one's field, and the application of new skills, knowledge, and resources.

#### 2 - Process

FASA Applications are accepted twice a year; once in the Fall and once in the Spring semesters.

Applications will be reviewed by the FASA Advisory Group, composed of community volunteers and Foundation Board Members. The FASA Advisory Group makes its recommendations for grant awards to the Foundation Board of Directors which approves the awards.

#### *Timeline for Fall 2017 FASA Cycle:*

Applications due: Sunday, September 17, 2017 at Midnight (via email)

Awards announced: Friday, October 20, 2017

Projects commence: Saturday, October 21, 2017 (any expenses incurred prior to this date may not be reimbursable.)

Projects complete: July 21, 2018 (expenses cannot be incurred after this date)

Grant reports due no later than: August 21, 2018, or 30 days after completion of the project.

#### 3 – Application Content

To apply for a grant, please include the following:

1. **Cover Sheet** - Download on [mpcfoundation.org/faculty-and-staff](http://mpcfoundation.org/faculty-and-staff)
2. **One-Page Proposal Letter** - Please address the following criteria by which your application will be scored.
  - **Your explanation of the importance of your project for the work you do at MPC**
  - **Your explanation of how the project will benefit students and their learning experience**
  - **Your sense of how the project will benefit the college, advance [current strategic priorities](#), and help enhance the college's reputation and visibility. If your project directly relates to your department/division's Program Review, please explain.**
  - **Other positive impacts your project may have**
3. **Project Budget** - Attach a budget that explains anticipated costs of your project.

Please email your cover sheet, proposal letter and project budget as one single PDF document to [gbianchi@mpc.edu](mailto:gbianchi@mpc.edu). **NO HARD COPIES, PLEASE.**

#### 4 - Post Award Process

##### 1. **Acceptance Letter**

Recipients will receive an award letter that must be signed and returned to the Foundation office within 30 days of receipt to confirm acceptance of the award.

##### 2. **Check Request Form**

- a. Please download a check request form from [mpcfoundation.org/faculty-and-staff](http://mpcfoundation.org/faculty-and-staff)
- b. All receipts must be attached to your check request form.
- c. Payment of the grant will be made upon submission of the **Check Request Form** and **Final Report** (except for equipment/supplies purchases that need to be obtained at the beginning of the grant period - those can be reimbursed upon submission of the **Check Request Form** only).
- d. To reduce impact on Foundation staff and to ensure efficiency, it is preferred that grants be paid one-time in full. However, recipients may request one additional check payment during the project period to prevent incurring a financial burden for the grantee.
- e. Check requests require a minimum of one week to process. Check request forms may be placed in the Foundation's mailbox or drop box.
- f. Fiscal Services will honor charges to Cal-Cards only with prior special authorization. It is preferred that Cal-Cards not be used.

##### 3. **Final Report**

Please write a one page review after the completion of your project and address how it has achieved the **criteria** you addressed in your **Proposal Letter**. Please include photographs wherever possible.

*Note to awardees: Please acknowledge the support of the MPC Foundation in any materials or communication related to your project. For example, any press release, written communication regarding your project, verbal acknowledgement at events, etc.*

#### Award Recognition

1. Projects may be posted on the MPC Foundation website
2. The FASA Advisory Group will select two Outstanding FASA Recipients of the Year, one Faculty and one Staff. These awards will be based on the initial Proposal and Final Report.
3. Selections will be made in April of each year for reports received by April 1<sup>st</sup>.
4. The honoree will be treated to a ticket to the President's Address (held in May each year), and other celebrations.