

## FACULTY & STAFF ADVANCEMENT AWARDS

### 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 throughout the calendar year. Funds are budgeted quarterly to help ensure availability of funding on an ongoing basis.

Applications are 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 Ongoing Application Cycle*

- Applications are submitted through a Google form, available at <https://forms.gle/iSG7oYSv1C9vJSX2A>. Once the application is submitted, it is forwarded by MPCF Staff to the appropriate manager/dean for comments and signature.
- The FASA Advisory Group will review applications approximately 1 – 2 weeks prior to each Foundation Board Meeting and will bring funding recommendations to the Board for approval. Recommended submittal dates can be found on the [MPC Foundation FASA webpage](#).
- Applicants will be notified of the status of their request within one week after each monthly MPCF Board or Executive Committee Meeting. *(Dates of MPCF Board Meetings are available on the MPC Foundation Calendar. Remaining Dates for 2023 are Aug 9, Sept 20, Oct 11, Nov 8, and Dec 6)*
- Award/Project Period: Projects may commence the day that applicants are notified of the award via email. Awardees have 9 months from this date to complete their project unless otherwise specified in their award letter. *Events, conferences, and project activities must take place during this time period. Expenses incurred prior to approval are at the risk of the applicant as there is no guarantee of funding. Expenses incurred after the project period are not reimbursable without an approved extension.*
- Final reports are due no later than: *30 days after completion of the project or receipt of final payment.*

### 3 - Application Content

To apply for a grant, please include the following:

1. **Google Form** – Click on this link to access the FASA Application Google Form:  
<https://forms.gle/iSG7oYSv1C9vJSX2A>

2. **Proposal Information** - Please address the following criteria by which your application will be scored in the fillable Google Form application:
  - **An explanation of your proposed project**
  - **An explanation of the importance of your project for the work you do at MPC**
  - **An 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** - Include a budget that explains anticipated costs of your project in the fillable Google Form application. It is also helpful if supporting documentation is included, but it must be emailed separately from the form.

**Additional documentation and/or supporting documents should be emailed to the FASA email account: [FASA@mpc.edu](mailto:FASA@mpc.edu). NO HARD COPIES, PLEASE.**

#### **4 - Post Award Process**

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

Recipients will receive an award letter that must be signed (via a short Google Form that will be included in the emailed award letter) and submitted 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 the [MPC Foundation FASA webpage](#)
- b. All receipts must be scanned and submitted electronically with your check request form. NO HARD COPIES, PLEASE.
- c. 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. For example, if an initial deposit is needed for an item or registration and then a final payment is needed.
- d. Check requests require 8 – 10 business days to process. **Check request forms should be scanned and emailed to [fasa@mpc.edu](mailto:fasa@mpc.edu)**
- e. 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**

Final reports are due no later than: *30 days after completion of the project or receipt of final payment.* **There are two options for formatting your Final Report:**

- a. A written report that explains an overview of your project and its benefits to students. Please include photographs wherever possible. Written reports should be submitted via email to [fasa@mpc.edu](mailto:fasa@mpc.edu).

<<or>>

- b. A brief video recording thanking the MPC Foundation Board, providing an overview of your project and explaining the benefits to our students. Video can be submitted by clicking the link here: <https://mpc.thankview.com/video/request/61e9c8421d011>

Please note that your final report, whether in written or video format, may be used for Foundation marketing purposes, to include but not limited to our website, printed materials, social media marketing, and e-blasts.

*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.*