



## **AVC Annual Foundation Grant Awarding Guidelines 2024 - 2025 Academic Year**

The AVC Foundation Grants program assists AVC faculty with one-time, non-recurring purchases not funded from the college/district budget and directly supports students for the betterment of Antelope Valley College and its educational mission.

Grant awards are funded by the Foundation's Antelope Valley Community Students' Endowment.

Once a completed application is received, a committee will confirm eligibility, evaluate the student impact, and award available grant funds. Incomplete applications will not be accepted, including those missing administrator approval and, if required, approval from ITS.

**Timeline:** September 16, 2024 – Application Opens  
October 18, 2024 – Application Closes  
November 4, 2024 – Awardees notified  
May 31, 2025 – Grant funds expire

After approval of grant award there are two steps to complete.

Step 1 – Complete the Foundation funds request form  
(<https://www.avc.edu/foundation/forms>)

Step 2: Establish a purchase order per District policy.  
(<https://www.avc.edu/administration/busserv/guidelinespolicies>)

### **Examples of items that cannot be considered:**

- Purchases that require recurring financial support
- Scholarships
- Alcoholic beverages
- Salaries
- Sponsorships
- Requests for programs that do not directly benefit the students of AVC
- Funding for religious or political purposes
- Multi-year pledge requests
- Items for personal use
- Food/beverages for departmental celebrations.

Direct any questions to Dianne Knippel, Executive Director, Foundation, at extension 6598 or [Dianne.knippel@avc.edu](mailto:Dianne.knippel@avc.edu).



## AVC Annual Foundation Grant Application 2024 - 2025 Academic Year

Completed applications must be received by October 18, 2024. Submit to Dianne Knippel at the Foundation Office or [dianne.knippel@avc.edu](mailto:dianne.knippel@avc.edu). Incomplete applications will not be considered. Grantees have until May 31, 2025 to expend any awarded funds. Any unused funds will be forfeited and returned to the grant program account.

APPLICANT INFORMATION	
Name: _____	Title: _____
Department/Division: _____	Total Amount Requested: \$ _____

INFORMATION TECHNOLOGY SERVICES (ITS)	
Section to be completed by ITS Director for the support of ITS equipment/support only	
ITS Approve/Support: <input type="checkbox"/> Yes <input type="checkbox"/> No      ITS Notes: _____	
ITS Director: _____ <div style="display: flex; justify-content: space-around; width: 100%; font-size: small;"> <span>(print)</span> <span>(signature)</span> <span>(date)</span> </div>	

ADMINISTRATOR'S SUPPORT	
This section is to be completed by the supporting administrators	
Rate the need for this request:    Low Priority <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3    High Priority	
I support this grant request and acknowledge that this directly benefits our students and is not something that can be funded through our departmental budget.	
Dean:	<div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>_____</span> <span>_____</span> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>(signature)</span> <span>(date)</span> </div>
Vice President, Academic Affairs:	<div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>_____</span> <span>_____</span> </div> <div style="display: flex; justify-content: space-between; font-size: small;"> <span>(signature)</span> <span>(date)</span> </div>

## GRANT REQUEST DETAILS

1. **Purpose of the Requested Funds:** How will the activity/equipment support and enhance the mission of your instructional or student services area?

2. **Budget:** Provide an itemized breakdown of how the funds would be used. Please list any funds that have been secured and additional sources of funds available for this project

Description (include breakdown)	Cost
<b>Total Requested:</b>	

**Budget Notes (optional):**