



“The San Diego Mesa College Foundation is dedicated to empowering students to reach their educational goals by increasing resources, raising funds, and creating friends and partnerships to support the mission of San Diego Mesa College.”

HOW TO: Submit an Innovation Grant Application

Step-by-Step Guide

Prep Work

To create the most competitive application, there’s some prep work you can do before you even begin filling out your application.

➤ **Read Up!**

The San Diego Mesa College Foundation’s Website provides the following documents that may be helpful to review:

- **Innovation Grants Overview**

This offers a description of what Mini-Grants are, how they are reviewed, a general timeline, examples of past projects that have been funded, and frequently asked questions.

- **Proposal Form**

This is the actual form you’ll use to apply for funds. You’re highly encouraged to take a look at this at the beginning of the process *as you start brainstorming your ideas*.

- **Sample Award Packets**

We have a sample packet of materials that you’ll receive if you are awarded an Innovation Grant. This packet describes how to administer an Innovation Grant.

➤ **Talk about Your Ideas!**

Discuss your ideas with anyone who may be impacted or benefit from your project or idea.

You’ll definitely want to speak with your Department Chair and your Dean.

You may also want to chat with other stakeholders. For example:

Are you requesting equipment that will come with a facilities request? Be sure to chat with that group.

Are you in one department asking for equipment or a project that would well-serve students in another department? Be sure to chat with that department too.

Would your project benefit from outside partners or volunteer help? Reach out and ask!

Hint: Your application will be more competitive if you are collaborating with other partners or have additional funding sources. Be sure to reach out to all potential partners so you can speak to this in your application!

Applying!

Once you’ve discussed with all parties involved, you’re ready to apply. Woohoo! This is the second-most fun part. (The first-most fun is when you get funding ☺) – See the next page for step-by-step instructions on how to submit an application.



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□ Step 1: Download the Proposal Form

Suggested Timeline: Same day the app is announced

If you haven't yet, download the Proposal Form – this is the form you fill out and submit. It can be found on The Mesa College Foundation website under “Apply for a Grant” and in all Innovation Grant announcement emails (these come from Krista Stellmacher).

Hint: This is a fillable PDF, but if you won't be able to enter content unless you actually download it. Sometimes, PDFs open in your internet browser, but they cannot be edited and saved. Be sure to click the download button.

□ Step 2: Fill in the Proposal Form

Suggested Timeline: 2-3 weeks prior to submission deadline

Fill in the Proposal Form. Note that there is a word limit in the PDF file that may differ slightly from the word count feature in Microsoft Word. You can work from a word document, but also enter text into the PDF to ensure you meet the word count limits.

□ Step 3: Get Signatures

Suggested Timeline: 1-2 weeks prior to submission deadline

You'll need to get signatures from your Dean and Vice President. In order for your Dean to sign, you ***must first speak to your Department Chair about the project.***

As submitter, ***you are responsible*** for ensuring that your application goes through the entire signatory & submission process. It is suggested that for each signature, you get the signed copy back, then route to the next step of the process.

Hint: As a rule of thumb, allow 3-4 days for turnaround time per signature. Be sure to pay attention to days that your Dean or VP may be out of the office or out for travel.

□ Step 4: Scan Documents

Suggested Timeline: 1-2 days before submission deadline

If you don't have access to a scanner, you may use the scanner in A-104. Simply come in and tell staff that you need to scan an Innovation Grant application for submission.

□ Step 4: Email Your Application

Suggested Timeline: 1 day before submission deadline

Email your application to espaulding@sdccd.edu, subject line: Innovation Grants Application Submission

Hint: You'll get a confirmation email if you successfully submitted. Save this for your records.