

# **Gavilan College Educational Foundation Request for Funding Information Sheet**

## **The Gavilan College Educational Foundation's Mission**

*is to serve as advocates for Gavilan College and to seek additional financial resources for college services to meet the needs of its faculty, students and services.*

## **The Fund Drive**

*is an opportunity for Gavilan Faculty and Staff to assist the Foundation in their fundraising efforts. The purpose of the Fund Drive campaign is to provide unrestricted donations to the Foundation so that resources will be available to support our College.*

## **Application Overview**

*The Gavilan College Educational Foundation Board offers funding for two to five Gavilan College Faculty and Staff yearly. All applications are reviewed during the month of May and all applicants will be notified of approval or denial. All required paperwork must be completed and submitted by the deadline listed below. Incomplete or late applications will be disqualified.*

## **Who is Eligible?**

*Applicants must meet all of the following requirements:*

- Be a Full-time or Adjunct faculty member or staff member of Gavilan Community College*
- Must complete the following: Typed cover sheet and application and submit both hardcopy and e-mail copy to Denise Besson Silvia by due date*
- Be thorough answering questions*
- Use funding for intended use*

## **Review Process**

*Board members will review all applications based on departmental need, benefit to campus, program, office, students, instruction, services, etc. and funding amount requested.*

## **Timeline & Deadlines**

***Friday May 8, 2009***

*Deadline for applications*

*Both email & hardcopies must be received no later than 3 p.m.*

***During the Month of May***

*Review of applications by board*

***Friday June 5, 2009***

*Recipients of funding and applicants not selected will be notified  
via email or phone*

***Staff Development Day Fall 2009***

*Presentation of funding will be awarded to recipients*

# Gavilan College Educational Foundation Request for Funding Cover Sheet

Please complete all required areas and submit BOTH typed hardcopy and  
e-mail to Denise Besson Silvia- [dbesson@gavilan.edu](mailto:dbesson@gavilan.edu)

Date of submission: \_\_\_\_\_

Name: \_\_\_\_\_

Department/Office: \_\_\_\_\_

Contact Information:

Phone Work: \_\_\_\_\_ Home: \_\_\_\_\_

E-mail: \_\_\_\_\_

Best time to be reached: \_\_\_\_\_

1. Have you previously been provided funding from Gavilan College or from any other source for the needs you are requesting funds for now? If yes, explain who provided you with the funding, how much and how it was used.

Yes, \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No

2. How did you hear about the Educational Foundation Board and the application process?

Website                       Board Member                       Colleague

E-mail                       Staff Development Day    Other \_\_\_\_\_

Administrator                       Fund Drive Pamphlet

3. What is your annual budget for your department/discipline? \_\_\_\_\_

4. How is your annual budget spent? Give specifics.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Feel free to attach additional comments if space provided above is insufficient.

# **Gavilan College Educational Foundation Request for Funding Application**

Please type all answers

1. Describe the needs of your department/office and the dollar amount you are requesting. Explain what the money will be used for and provide an itemized cost list.
  
2. What have you attempted to do in the past to fund the needs you have listed above?
  
3. How will Gavilan College students benefit if you are provided the funding? How many will be affected?
  
4. If you do not receive the funding, what will you do next?
  
5. Did you participate in the Fund drive? If so, what specifically did you do?
  
6. Have you attended/supported any Gavilan College Educational Foundation Events? (Casino Night, Golf Tournament, Dinner & Auction supporting Puente Program, The Music Program, Fine Arts Department, etc.)
  
7. Additional comments: