

**Innovation Mini-Grant Application**  
(Completed applications should not exceed 3 single-spaced pages)

**Applicant Information**

Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Department/Program/Organization: \_\_\_\_\_  
Position Title: \_\_\_\_\_

**Proposed Project Information**

Proposed Project Title: \_\_\_\_\_  
Project Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_  
Has this project received previous YTCF mini grant funding?  Yes  No  
If yes, name the of the previously funded grant: \_\_\_\_\_  
Application Cycle:  Spring  Fall Application Type:  Individual  Collaborative\*  
*\*If collaborative partner is an external entity, please attach letter of support from the respective organization's leadership.*

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Collaborative Partner)  
VP/AVP/Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
VP/AVP/Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Collaborative Partner)

*A final report is due to the York Technical College Foundation office within 30 days after the completion of the project.*

**Return completed application to [foundation@yorktech.edu](mailto:foundation@yorktech.edu).**  
**Application Deadline: Spring Cycle – October 31; Fall Cycle – April 30**

***Application must include complete responses to the following:***

**Project Description** - Describe the project for which you are requesting funding. At a minimum, include the specific outcomes, the measurable and attainable benefits, the need for the project, the number of persons to be involved, and the number of persons to be impacted. Describe in detail the collaborative efforts of the departments and groups involved in this project if applying for additional funds available for collaborative grants. (4 points)

**York Technical College Foundation Mini-Grant Application** - Continued

**Alignment with College Strategic Goals** – Describe how the project will align with the York Technical College Strategic Goals and support the college’s mission of *maximizing student success*? How many students will be affected? In what ways will students be impacted? (4 points)

**Project Timeline** – Provide a realistic and attainable timeline for completion. (4 points)

**Project Budget** - List all applicable expenses associated with the project. Include quantities and prices for the necessary items to implement the project. *Please note, Innovation Mini-Grant funds cannot be used for personnel expenses.* (4 points)

**Impact/Recognition to Department or College** – How will the proposed project impact or provide recognition to a department, a student organization, or the College? How will the results of your project be shared with members of the college community? (3 points)

**Evaluation/Assessment** – How will the project’s success be measured and evaluated? Provide a quantitative and qualitative plan for how you will assess achievement of outcomes. (4 points)

**Continuation/Expansion of an Existing Initiative-** If this project is a continuation or expansion of a previously funded mini-grant, describe the benefits and effectiveness of the previous work. How will additional funding improve or build on the past efforts? How many stakeholders were affected? What specific indicators are being used to measure success? (1 point)

**Sustainability** – If this project is funded, how could this project be continued beyond the funding cycle and/or implemented on a larger scale. (4 points)