



2019-2020 MINI GRANT APPLICATION GUIDELINES & INSTRUCTIONS

The SRJC Office of Career Education and Economic Development (CE/ED) is a catalyst for collaboration and communication in the North Bay. It initiates, facilitates, and supports cooperative projects featuring SRJC faculty, college advisory committees, and Sonoma County businesses.

The 2019-2020 goals of the SRJC CE/ED is to encourage faculty to:

- Work closely with industry partners to ensure that Career Education (CE) programs are responsive to labor market demands.
- Develop effective alignment between instruction in CE programs and the skills the labor market needs.
- Participate in professional development activities related to improving instruction, program and curriculum.

This can be accomplished in a number of ways:

- Visits to industry
- Externships with Industry
- Attending seminars, conferences and association meetings about the discipline, job market, workforce training, or regional economic trends.
- Visiting and communicating with neighboring community colleges in the region.

Perkins funds through the Career & Technical Education Act (CTEA) are available for mini grants to support these activities in FY 2019-2020. Interested instructors may apply for a grant by submitting the attached narrative and budget form. The following guidelines apply:

- Proposals must be approved prior to the activity. **No exceptions!**
- Proposals must be received two weeks prior to the activity.
- Out of State Travel must be received 6 weeks in advance of the activity to receive Chancellor's Office approval. The following states are currently subject to California's ban on state-funded and state-sponsored travel: **Alabama, Kansas, Kentucky, Mississippi, North Carolina, South Dakota, Tennessee, and Texas**
- List the date of your fall and spring Advisory Committee meeting (**A quorum must have been met to be an official meeting**). **If you did not meet at least once last year (with a quorum), you are not eligible to apply for funding.**
- A maximum of \$2,000 is available. (Please note that CTEA funds may not be able to fund the total amount requested).
- Faculty may receive more than 1 mini-grant as long as the total does not exceed \$2,000.
- Within 2 weeks of completing the activity, each grant recipient must submit a Mini Grant Summary. The Summary will be sent to you upon approval of your activity.
- We will accept applications on an on-going basis as long as funds are available.

Submit application materials (electronic and hard copy with signatures) to Alicia Artz, Executive Assistant to Jerry Miller, Sr. Dean for Career & Technical Education and Economic Development at aartz@santarosa.edu. For more information call or email Jerry at 707.524.1506, jmiller@santarosa.edu .