**Change making Mini-Grants Program**

**Overview and Purpose**

Funded by the Georgian College Students Association (GCSA) the change making Mini-Grants Program (CCMG) is designed to:

* *Spark collaboration* between students, staff and faculty by providing funding and resources to develop innovative change making projects and activities.
* *Deepen student learning* by generating new change making opportunities that are focused on complementing the learning that occurs both inside and outside the classroom
* *Build community* by establishing new (and strengthening existing) on-campus networks and off-campus partnerships

**Funding Available** *(NOTE: Final grant funding is contingent on the 2017-2018 budget allocation process)*

During the 2017-2018 academic year grant awards will be up to $500 per project/activity. Once the funding envelope has been depleted students will be invited to re-apply in the next fiscal year.

**Defining Change Making Learning**

For the purposes of this grant, change making learning is defined as learning that occurs outside of the traditional classroom. This learning can take place in a variety of ways, including, but not limited to:

* involvement in student organizations and leadership positions;
* engagement with civic, community service, and service-learning opportunities;
* participation in activities and programs that promote health and wellness;
* attendance at lectures and workshops;
* involvement in cultural and social enrichment events; and other interactions between members of the Georgian College community and beyond.

In many instances, this learning is also closely connected to the curricular learning objectives of an academic course. In all instances, change making learning grants will not be awarded if the student is receiving a course grade or mark for the project or activity.

**Selection Criteria**

Project proposals will be reviewed by GCSA and selected for funding according to the following criteria:

1. The project must support 2 of the 13 different learning competencies outlined on the **Activity Submission Form – Change making** **Record**.
2. The project must demonstrate a **clear benefit to the College community** and provide opportunity for **change making** **learning** that occurs outside of the traditional classroom.
3. The project must be completed within an **established timeline**. All project funding must be spent on or before March 31, 2018.
4. The budget should be planned as a **cost-effective use of grant funds** and other College resources and should not duplicate existing activities or programs.
5. The project must be a **new initiative or an expansion of an existing program or project**. Priority will be given to **new and innovative projects** that focus on partnership building (on-campus and/or off-campus), creative collaboration, change making opportunities, and a positive contribution to the community.
6. GCSA and its affiliated businesses and departments will not be eligible for this funding.

**Application Procedure**

The application procedure has been purposely streamlined to provide the GCSA with the essential information to make an informed and responsible decision and allow the applicant to propose a project in a timely fashion. Applicants (students, faculty, and staff) are responsible for the following:

1. Download the Change making Mini-Grants Proposal Form.
2. Closely review the Proposal Form including “Selection Criteria” and “Additional Instructions and Information”.
3. Complete each section of the Proposal Form by addressing the questions and instructions, to include:
	1. Project Information
	2. Project Narrative (Learning Objectives; Collaboration and Partnerships; Timeline)
	3. Project Budget
4. **Submit one (1) electronic copy of the completed change making** **Mini-Grants Proposal Form to Kavisha.Shah@GeorgianCollege.ca. The VP External & Equity will provide further instructions on presenting the CMMG application to GCSA.** Proposals submitted after the due date may not be considered by GCSA.

**Additional Instructions and Information**

As with any grant process, there is a variety of information to consider before, during, and after application. Below are a few items to aid in the process:

* Funding is only available for change making projects led by members of the Georgian College community (faculty, and staff can apply in partnership with students). Applicants may only apply for funding once during the fiscal year. Applications from non-Georgian College affiliated individuals/organizations will not be considered.
* All proposals will be reviewed by GCSA and ***applicants must make a 5 minute minimum presentation*** to the council clearly outlining how the project meets the grant criteria. GCSA will review the grant according to the “Selection Criteria” and may request additional information during the review process.
* Grant decisions will be announced by the VP Administration one week after the presentation to council has been made unless further information is needed.
* Once grant decisions are announced, the process for disbursement and stewardship of grant funds will be discussed with individual grantees. Please note that funds may take up to 45 days to process from the date of the presentation. Reimbursement of expenses are also available for incurred out of pocket expenditures.
* The grant period is from April 1, 2017 to March 31, 2018. All grant funds must be spent by March 31, 2018. Project work can continue beyond March 31, but all funds must be expended by this date.
* Receipts will be required and a budget breakdown must be provided for GCSA’s website for commitment to transparency.
* Grant recipients will be required to acknowledge GCSA as a funding source and complete a final progress report at the completion of the change making project.
* Grant funds may not be used for salaries.
* Grant funds cannot be used to pay for existing programs or projects that normally would receive funding through the regular budget allocation process.
* In situations where full funding may not be available for a project, GCSA may recommend partial funding after consultation with the applicant.

Comments, questions, and suggestions are most welcome. Please email them to Christina Meredith, Manager, Student Leadership and Transition Services at Christina.Meredith@GeorgianCollege.ca. Good luck!