



**Charles R. Drew University of Medicine and Science**  
**Spring 2015**  
**Mini-Grant Application Form**  
***Request for Funding***

**Background:**

The Charles R. Drew University of Medicine and Science Mini-Grant Program provides monies for projects not funded through the normal budget cycle. Funding for this grant opportunity comes from donations to the Annual Fund Mission Maker Campaign. Priority will be given to proposals that demonstrate direct support for students and/or the ability to support & enhance student success. Proposals that directly benefit the community will also be considered. Ideal proposals should relate directly to University priorities which include: Student Success, Academic and Research Excellence, Teaching and Learning Effectiveness, Community Engagement, and Institutional/Administrative Effectiveness.

**Eligibility:**

All Charles R. Drew University of Medicine and Science faculty, staff, student organizations and management are eligible to apply for Mini-Grant support during the open application period.

Not eligible:

Mini-Grant requests are not meant to benefit a specific individual. Mini-Grants are not meant to substitute dollars already in a departmental budget. Mini-Grant funds are not to be used for ongoing program support, instructional equipment, or for compensation to CDU employees.

**Award Amounts:\***

**The maximum funding level for a mini-grant approved proposal is \$2,500.** The number of awards and amount depends upon Annual Fund Mission Maker Campaign efforts. Applications should clearly demonstrate any/all additional resources that will be used to defer project costs.

**Application Process:**

Applicants must complete a CDU Mini-Grant Application Form. Applications will be accepted via e-mail or hard copy. You may e-mail your application to [jasminehill@cdrewu.edu](mailto:jasminehill@cdrewu.edu) or submit in person in the Office of Strategic Advancement, Cobb 286. Applications are due no later than **Friday, March 13, 2015 by 5PM.**



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Mini Grant Application Cover Sheet**

Submit the cover sheet along with your mini-grant narrative to the CDU Office of Strategic Advancement. Remember to have your Supervisor or Dean sign and date this application. If you have any questions, please call Jasmine Hill in the Office of Strategic Advancement at (323) 563-4992 or e-mail [jasminehill@cdrewu.edu](mailto:jasminehill@cdrewu.edu).

**Applicant/Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Position** \_\_\_\_\_ **Department** \_\_\_\_\_

**Project Title/Description** \_\_\_\_\_

**Amount Requested \$** \_\_\_\_\_ **Date of Application** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Supervisor or Dean**





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4. How will the project improve student success or teaching and learning effectiveness? How does this proposal relate to University mission?

5. Why should this project be funded?

6. List any other matching, financial or in-kind resources that will be used to support the proposed project?



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7. Please provide a proposed budget using the template provided and identify funding priorities according to project needs. In addition, provide a detailed description of how the mini-grant funds are to be used. Note: Any and all purchase of equipment, supplies, etc. using mini-grant funds must adhere to CDU purchasing guidelines and standard operating procedures. The CDU purchasing policy for equipment and supplies can be found at the following link: (<http://www.cdrewu.edu/PoliciesProcedures/policy.html>) under "Finance/Finance Policies and Procedures."

8. Is the proposed project a one-time activity? If not, how will the project be sustained?



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Budget Line Item	Priority (Please rank your priorities with 1 indicating the highest)	Estimated Costs	Amount Requested from Mission Maker Mini-Grant
<b>Total Cost</b>			

*\*This budget may be edited to fit your project needs. Please refer to the "CDU Purchasing Policy" for details on purchasing guidelines.*



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The CDU Mini-Grant Committee will review all applications and make final funding decisions. If you have any questions, please call Jasmine Hill in the CDU Office of Strategic Advancement at [jasminehill@cdrewu.edu](mailto:jasminehill@cdrewu.edu) or 323-563-4992.

**CDU Mini-Grant Committee Use Only**

**Response/Comments:**

Approved \_\_\_\_ Denied \_\_\_\_ Signature \_\_\_\_\_  
Member, CDU Mini-Grant Committee