

**Trident Technical College Minigrant Application 2022-23**  
 Please carefully read the guidelines on the next page before applying.  
**DIVISIONAL VICE PRESIDENTS WILL PRIORITIZE APPLICATIONS.**

|                        |
|------------------------|
| VP Ranking _____       |
| Minigrant/Page # _____ |

**Important Note: All fields highlighted in red are required. Application will not be accepted if these fields are not complete.**

**SUBMIT TO DIVISIONAL VICE PRESIDENT BY October 28, 2022**

Name \_\_\_\_\_ Department/Division \_\_\_\_\_ Mail Code \_\_\_\_\_

- Applicable Category:  Instructional Equipment  (see required signature below)  Special Projects/Other
- Instructional Materials  (see required signature below)  Speakers/Consultants/Student Seminars

Project Campus/Site(s): \_\_\_\_\_

Project Description: \_\_\_\_\_

Statement of Direct Benefit to TTC Students:

Check if additional information is attached (no more than 5 SINGLE-SIDED pages, please).

**Maximum award will be \$1,600.00. Itemized Costs: 1) Include 9% tax, regardless of vendor (except for service/labor). 2) Include shipping and handling or indicate zero (0) if no charge.**

| Item/Service             | Anticipated Vendor – REQUIRED | Cost |
|--------------------------|-------------------------------|------|
|                          |                               |      |
|                          |                               |      |
|                          |                               |      |
|                          |                               |      |
|                          |                               |      |
|                          |                               |      |
| <b>SUB TOTAL</b>         |                               |      |
| <b>SHIPPING/HANDLING</b> |                               |      |
| <b>SUB TOTAL</b>         |                               |      |
| <b>TAX</b>               |                               |      |
| <b>GRAND TOTAL</b>       |                               |      |

**REQUIRED Signatures:**

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Department Head \_\_\_\_\_ Date \_\_\_\_\_

Dean/Director \_\_\_\_\_ Date \_\_\_\_\_

Vice President \_\_\_\_\_ Date \_\_\_\_\_

**Requests for telephone, audiovisual equipment and/or library holdings require additional approvals and must be submitted to the following no later than October 21. \*Laptops, tablets, & software are NOT allowed to be purchased with minigrants.\*** Failure to allow this lead time may result in application delay past deadline:

Information Technology Services (computer hardware, telephone/fax, or A/V equipment):  
 Portia Prioleau with a copy to Kim Parler

\_\_\_\_\_ Date \_\_\_\_\_

Learning Resources (holdings):  
 Charnette Singleton

\_\_\_\_\_ Date \_\_\_\_\_

# TRIDENT TECHNICAL COLLEGE MINIGRANT PROGRAM GUIDELINES

APPLICATION SUBMISSION DEADLINE FOR 2022-23 MINIGRANT FUNDING:

**Monday, October 28, 2022 @ 5 pm**

Since 1991, Trident Technical College and the Foundation have partnered to award minigrants to help bridge the gap between instructional needs and department budgets. The program provides funds for a variety of purposes, including equipment purchases, materials and special resources to enhance student learning, efforts to increase student safety, efforts to increase student accessibility, and efforts to increase recruitment and retention.

**Criteria:** Each proposal:

- (1) must demonstrate how it will **DIRECTLY** benefit and/or enhance the learning experience of TTC students, support efforts to increase student safety, support efforts to increase student accessibility, or support recruitment and retention efforts.
- (2) should fit one or more specific project categories, which include instructional equipment, instructional materials, special projects/other, student seminars and resource consultants.  
*(Note: Please indicate on the application if an item is being replaced due to theft.)*
- (3) should NOT include proposals for laptops, tablets, software, copiers, employee equipment or office furnishings, facility renovations or signage, sabbaticals, release time or travel, food/catering, or recurring operational expenses.
- (4) should NOT exceed \$1,600.00.

Application Process:

- (1) Applicant MUST ensure that computer hardware, audiovisual equipment and library holdings requests are submitted by October 21 and approved by Information Technology Services and/or Learning Resources, as appropriate, prior to obtaining other signatures.
- (2) Applicant completes and signs the form and forwards it to the appropriate department head and/or dean/director for signature(s).
- (3) The form MUST REACH your divisional vice president's office **no later than Monday, October 28, 2022 at 5 pm.**
- (4) Divisional vice presidents rank and deliver the applications to the Development Division no later than *Friday, November 28, 2022, at 5 pm.*
- (5) President's cabinet reviews and selects recipients.
- (6) Applicants receive notification of the funding status of their proposals by December 7, 2022.

**Minigrant Purchases:** The divisional VP will oversee the purchasing process. Your Dean or VP will provide purchasing instructions.

**Important: Failure to initiate procurement actions for purchase by the March 31, 2023 deadline will result in forfeiture of your minigrant award.**

The minigrant guidelines and application for 2022-23 are posted in Portal Document Center under TTC Forms. Please print and carefully read the guidelines and form. For further information, contact Donna Casey, Development Program Coordinator, at 843.574.6456.

**PLEASE RETAIN A COPY OF YOUR COMPLETED APPLICATION FOR YOUR FILES.**