

Century Circle Program Information and Funding Application

Century Circle is the RCCD Foundation's annual giving program. It's purpose is to provide funding for special projects identified by the RCCD Foundation Board of Directors in alignment with District and College priorities. The Century Circle program is funded by generous donors who contribute at least \$1,000 per year to support the Foundation mission. The Foundation Board of Directors distributes Century Circle funds through a competitive process that ensures alignment with identified District/College priority areas.

Department heads, College Presidents, the Chancellor, or any member of the RCCD Foundation Board of Directors may initiate requests for Century Circle funds. Funding requests will be considered according to the guidelines below. Grantees may be asked to participate in Century Circle stewardship activities in order to thank and further engage donors who have contributed to this fund.

1. **Mini-Grants (up to \$1,000)** – may be considered for very small projects or needs generally associated with the mission of the District and/or an identified District or College priority area.
 - a) Mini-grant applications must be signed by the appropriate department head.
2. **Priority Area Focus Grants (\$1,001 - \$5,000)** – may be considered for larger projects or needs associated with a District or College priority area.
 - a) Priority area focus grant applications must be signed by the appropriate department head.
 - b) Applications must include a written explanation (1-page max.) detailing which District/College priority the request is aligned with and how. Explanation must also detail the level of funding this project has or will receive from the requesting department.
 - c) Priority area focus grants require a brief written report to the Foundation Board, within 45 days of project end date, detailing the results of the project and how Century Circle funds were used. Failure to submit the report will result in ineligibility for future Century Circle funding.
3. **Special Project Grants (\$5,001 and above)** – may only be considered on a case-by-case basis for projects identified by RCCD Foundation Board members, the Chancellor, and/or College Presidents. Requests in this category will receive the highest level of scrutiny to ensure that only projects that are strictly aligned with District/College priorities receive funding.
 - a) Special project grants must be signed by an RCCD Foundation Board member, the Chancellor, or one of the College Presidents.
 - b) Applications must include a written explanation (2-page max.) detailing which District/College priority the request is aligned with and how. Explanation must also detail the level of funding this project has or will receive from the requesting department.
 - c) Special project grants require a brief written report to the Foundation Board, within 45 days of project end date, detailing the results of the project and how Century Circle funds were used. Failure to submit the report will result in ineligibility for future Century Circle funding.

RCCD FOUNDATION

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

Century Circle Funding Application

Instructions: Please submit this completed application form with required signature(s) and project narrative (if applicable) and submit to the Foundation office via email: foundation@rccd.edu

Requestor Name: _____

Requestor Department: _____

Date of Request: _____

Reason for Request: _____

FOR INTERNAL USE ONLY:

Received _____

Presented _____ Approved? _____

Notified _____ Report Due _____

Report Rec'd _____

Notes _____

Request Type: Mini-grant Priority Area Focus Grant Special Project Grant*

**Special Project Grants may only be initiated by a member of the RCCD Foundation Board of Directors, the Chancellor, or a College President.*

Request Amount: \$ _____

Project Narrative (required for Priority Area Focus Grants and Special Project Grants):

Please attach a brief project narrative detailing the following:

- Reason for request and project timeline (approximate start & end dates).
- District or College priority area alignment.
- Level of funding this project has or will receive from the requesting department.

Signatures:

By signing below, applicant understands and agrees to the following:

- All statements made in this application are accurate.
- Century Circle funds received will be used solely for the reason/project requested.
- Recipients of Priority Area Focus Grants and/or Special Project Grants will submit a brief written report to the RCCD Foundation Board of Directors, within 45 days of project end date, detailing the results of the project and how funds were used.
- Grantees may be notified of upcoming Century Circle donor stewardship activities where their presence is requested.

Requestor Name, Title (Print)

Signature

Date

Department Head, Title (Print)

Signature

Date

President/Chancellor or RCCD
Foundation Board member (Print)

Signature

Date

Note: Approved grant funds must be accessed within 12 months of application date. Failure to access approved funding within this time will result in grant forfeiture.