

3.04(C) - BEVERLY HECK MEMORIAL ENDOWMENT FUND GRANT PROCEDURE

“The Beverly Heck Endowment is designated to support MCCC initiatives that encourage and facilitate student organizing and civic activism by funding activities that inspire engagement, give students a voice and empower their action to shape our community.”

- Action by The Foundation Board of Directors, February 21, 2022

The Beverly Heck Memorial Endowment Fund was created by The Foundation Board of Directors in recognition of a gift received from the estate of Beverly Heck.

Funding

A grant amount for the upcoming fiscal year shall be determined in accordance with The Foundation’s Procedure on Distribution of Endowments 3.06(a). Any unused funds will be returned to the endowment. Additional funds received may be added to the corpus of the endowment or used to increase the annual amount of funding available per the direction of the donor or grantor.

Application Process

Applicants will be invited to submit proposals to The Foundation for funding. Proposals may be submitted by any MCCC faculty, staff, student clubs, or students. All student-initiated proposals must include signoff from at least one MCCC faculty or staff member who agrees to oversee the grant, serve as an advisor throughout the grant term, and approve and process all expenses. The Foundation’s Grants Program Committee has delegated responsibility from The Foundation Board of Directors for the procedures and administration of this grant program. Funding determinations are the exclusive purview of the committee. The committee may extend a grant for additional years, at its sole discretion, with the agreement of the faculty or staff member, if the committee determines the grant outcomes warrant ongoing investment.

Grant Criteria

- The purpose of this grant is to empower students to become more active in our community and find their voice on issues of importance to MCCC students.
- Proposals should address the following questions:
 - What issue or issues will be the focus of grant activities?
 - What internal and external organizations will the recipient work with to advance issues important to students?
 - How will the grant help students find their voice and empower their action in the community? Describe and planned activities or events that would result from this grant.
 - In what ways will this grant advance student and MCCC goals in the areas of diversity, equity, inclusion and belonging?
- Eligible expenses include, but are not limited to: direct compensation for student(s) who lead grant activities, event expenses, supplies, and speaker honoraria. Only expenses detailed in the grant proposal are eligible. Budget changes must be approved by the executive director of The Foundation. The Grants Program Committee reserves the right to delimit expenses at its sole discretion.

- Political activism, including engagement with community groups and elected officials, is encouraged as part of the grant; however, **any partisan activity is expressly prohibited** in direct or indirect relation to this grant. Violation of this clause will result in the immediate termination of the grant.

Grant Closure

Grant recipients are required to complete the following grant closure activities:

- Provide a brief written report that includes the following elements:
 - What the grant accomplished
 - Describes any challenges to meeting the grant objectives
 - Provides a final budget detailing how funds were spent
 - Recommends any improvements or changes to the program to better ensure future grants are successful
 - Include whether continuation of
- Grant recipients are asked to present their final report to The Foundation Board of Directors through an in-person or virtual presentation at a regular board meeting.

Program Review

The Grants Program Committee will annually review the Beverly Heck Memorial Endowment Fund for program and process improvements.

Adopted by the Board of Directors: February 8, 2021

Revised by the Board of Directors: February 21, 2022

Revised by the Board of Directors: April 11, 2022

Procedures adopted by the Grants Program Committee: December 5, 2022