Applications are due to the Education Fund by the fourth Monday of each academic quarter:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Date</th>
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<tbody>
<tr>
<td>Summer Quarter</td>
<td>July 21</td>
</tr>
<tr>
<td>Fall Quarter</td>
<td>October 16</td>
</tr>
<tr>
<td>Winter Quarter</td>
<td>January 29</td>
</tr>
<tr>
<td>Spring Quarter</td>
<td>April 23</td>
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NO RETROACTIVE AWARDS/REIMBURSEMENTS WILL BE GRANTED; PLEASE PLAN AHEAD

It takes 4-6 weeks after the application deadline for award decisions to be made; if your travel/activity/event takes place within that timeframe, your application may be deemed ineligible.

Submit your completed application and any supplemental materials to the Education Fund either in person or through campus mail. Applications must be received by the deadline indicated for each quarter. Late or “off-cycle” applications will not be accepted.

It takes 4-6 weeks after the application deadline for award decisions to be made; if your travel/activity/event takes place within that timeframe, your application may be deemed ineligible.

The request cannot be covered from my budget because:

- I have applied to the district for professional development and will receive:  
- I have checked with the UTF fees, Perkins Funding, all other funding sources, and will receive:

**Type of project (select one):**

- Professional Development
- Equipment
- Special Projects

**How will the funds be used?**

In describing your project or idea, please address the following topics:

- How will this grant benefit the college?
- How does this support diversity?
- What urgent need on campus is being addressed?
- How does this support student recruitment?
- How many people will be served?

- What other funding sources have you requested or will be using?
- How does your request relate to North’s core themes?
  - Building Community
  - Excellence in Teaching and Learning
  - Advancing Student Success

Please provide itemized detail and price quotes. Attach extra pages as necessary.

**Signature of Applicant**

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<tr>
<th>Date</th>
<th>Supervisor Approval (if applicable)</th>
<th>Date</th>
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**Dean/Director Approval (if applicable)**

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<tr>
<th>Date</th>
<th>Vice President Approval</th>
<th>Date</th>
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**VP signature REQUIRED for consideration of the application.**

Please allow sufficient time to collect all necessary signatures before the submission deadline. Incomplete applications will be immediately denied. Late applications will not be accepted and you will need to reapply during the next award cycle.

**Please note:** Individuals/departments are responsible for all paperwork associated with this request. Completed forms (Invoice Voucher, Travel, etc.) must be filled out by the department and submitted through normal college channels. As it is the policy of the Education Fund to not release mini grant funds directly to any individual, all awarded mini grant funds are administered through the North Seattle College Business Office.

Education Fund mini grants cannot be used to pay for food services/refreshments or membership fees.

**Funds must be used within six months of award notification. Unused funds will be revoked.**