

**AZUSA PACIFIC UNIVERSITY**  
**ASSESSMENT MINI-GRANT CRITERIA**

09/06

1. **OVERSIGHT** - Assessment mini-grants are awarded and administered by the University Assessment Council (UAC) through the University Assessment Office.
2. **COMPETITIVE** – Receiving a mini-grant is a competitive process; not all applications are funded. Each application is judged on it’s own merit based on: 1) stated purpose, 2) proposed budget, and 3) available mini-grant funds. UAC decisions are final and not subject to appeal.
3. **PURPOSE** – The APU/UAC mini-grant program exists to encourage initial assessment planning, creative approaches to assessment, and unique one-time assessment needs. Routine, on-going assessment activities are funded through other channels. Mini-grant funds may be used to purchase materials and supplies, compensate personnel for their time (above normal job responsibilities), support training, or other similar unique needs.
4. **ELIGIBILITY** – All academic departments and programs are eligible to apply and potentially receive a mini-grant. Each mini-grant application must identify the person requesting the grant and, if different, the person administering the mini-grant. If the mini-grant is funded, these identified persons assume responsibility for completing the project as stated and insuring the grant funds are spent in accordance with the approved budget.

Applicants who have not received a mini-grant in the past are given first consideration, but cannot assume to receive a grant on this basis alone.

5. **FUNDING** – Mini-grants are available for one half or a full fiscal year in the following amounts:  
Half-Fiscal-Year Mini-Grant (July 1 - Dec 31 **or** January 1 - June 30).....Up to \$ 750  
Fiscal-Year Mini-Grant (July 1 to June 31).....Up to \$1500

Mini-grant requests and expenditures must comply with established University policies. Likewise, grant money must be used in the manner indicated in the grant application’s budget section. Any change in the budget greater than \$50 must receive *prior approval* from the Director of University Assessment. Materials or supplies purchased with grant money become departmental or program possessions and remain at APU until expended. Grants are paid after the final report is submitted and accepted by the UAC, unless other payment options or arrangements are approved as part of the original application.

6. **APPLICATION** – A completed Assessment Mini-Grant Application Coversheet is required and must be attached to the application narrative as the top sheet. Application forms are available on the University Assessment web site or from the University Assessment Office.
7. **REPORTING** – A written report is required and submitted to the University Assessment Office at the end of the grant period. While no particular form is required, the report must clearly state 1) the project’s accomplishments and 2) how the grant money was spent. Grant holders may be asked to present their reports at various University forums.
8. **TIMELINES** – The following dates govern the mini-grant process:
  - Deadline to submit an application: Open
  - Funding notification: Usually 15 working days after the proposal is received
  - Final Report due: At the end of the semester/term for which the grant was made (required prior to final payment)
9. **ASSISTANCE** – The University Assessment Office (Ext. 2026) is available to answer questions and/or to assist in the mini-grant application process.