



2025 - 2026 FACULTY AND STAFF GRANT PROGRAM APPLICATION

Name of Project/Program: _____ Date: _____

Applicant's Name: _____

GCC Position: _____ Department: _____

E-mail: _____ Phone _____

Please check which category best describes your project:

- Arts & Culture, Athletics & Fitness, Career & Work Training, College Operations & Facilities, Humanities/Social Sciences, Science & Technology, Other

Amount requested: \$ _____

Please attach a one- to two-page typed request that provides a comprehensive summary of your project/program and establishes the need. Please include the following:

- What do you propose to do? Who will be involved in the project/program? What are the benefits of this project/program to the students, college, and the community? How does this project/program support the College's Institutional Strategic Plan? Timeline for the project/program. How do you propose to use the funds requested? Please include specific budget information. Please list any other sources of funding you have applied for and include dollar amounts if already awarded. How will the Foundation's support be recognized? How do you plan to evaluate this project's success? If your project/program is successful, how will it inform your practice moving forward?

Please email this completed and signed form along with your proposal to zjacobs@glendale.edu

Submission Deadline – Thursday, May 29, 2025, by 5:00 PM PST

Signature lines for Applicant, Chair or Department Head, and Print name of Chair or Department Head.

Grant Review Committee comments and/or recommendations:

This grant was denied/approved on _____ The amount awarded is \$ _____

GCC FOUNDATION GRANT 2025 - 2026
FACULTY AND STAFF GRANT PROGRAM APPLICATION
STUDIO ARTS DEPARTMENT

What do you propose to do?

GCC Studio Arts is proposing a \$25,000 Foundation Grant to:

1. waive material fees for students enrolling in GCC Studio Art courses in the 2025-2026 school year, and
2. provide material kits for need-based students who are deterred from enrolling in GCC Studio Art courses due to material cost.

Currently, students enrolled at Glendale Community College Studio Arts Program are required to pay a materials fee that, depending on the course, amounts to \$10.00 to \$30.00 per student. This fee is meant to supplement incidental supplies a student might need to complete a project or special materials that are easier or cheaper for the school to acquire in bulk such as special paper, paint, plaster and alginate. This fee is in addition to the money a student needs to spend on their personal art materials not provided by the school. Students can generally expect to spend roughly \$150 in materials throughout the semester to complete course work. At \$46 per unit, these material costs along with the materials fee may be more than the tuition of the course itself. This Foundation Grant would eliminate the student materials fee for all students in the 2025-2026 school year, and provide a limited number of full material kits to students who are in financial need.

The Glendale Community College Studio Art Department believes that no student should be prevented from taking an art class because the cost of materials is too high. A 2024 Report from the California Community Colleges Chancellor's Office titled "Advancing Equity in Access, Support and Success through Burden-Free Instructional Materials," reports that the burden of non-tuition expenses, including instructional materials weighs most heavily on marginalized students, increasing inequality and access in the community college system. The burden of acquiring instructional materials on top of tuition and fees undermines the financial, and psychological stability of students who already experience difficulty paying for their basic needs such as food, housing, transportation, and mental healthcare. This reduced equitable access results in increased academic stress and decreased educational outcomes like course completion, and graduation. (<https://www.cccco.edu/-/media/CCCCO-Website/docs/report/2024-burden-free-instructional-materials-4-15-24-a11y.pdf>) (https://www.csac.ca.gov/sites/default/files/file-attachments/sears_initial_insights_2022.pdf)

While we can't control the increasing cost of basic needs for our students, we can decrease the financial burden and stress associated with materials fees in our department. With the support of the Foundation, we expect to see increased enrollment, student outcomes, and completions. Please consider this proposal to ensure equity and the success of our students.

Who will be involved in the project/program?

Studio Arts Full-Time and Adjunct Faculty will develop a list by consensus of items for each discipline-specific need-based kit that include the minimum required materials that a student may need to complete a course. Material orders will be placed by our Instructional Lab Technician. Kits will be prepared and organized by our Instructional Lab Tech and student workers, and then be distributed by a designated department member at the beginning of the semester.

This work would also require upfront, early dissemination of information, so that students understand the true cost of a course, and the support they will be offered before registration begins. We would need to work with The Office of Communications & Community Relations Staff for graphic design support to produce high-quality posters for campus, and informational mailers to currently enrolled students and the community. We plan to hold two promotional on-campus events during enrollment periods to publicize courses with Zero Student Fees.

Additionally, we would plan to meet with each of the Counseling Departments (EOPS, CalWorks, DSPS, Veterans Center, Student Equity, Rising Scholars, F1 Visa Students) to share information about the support we are offering to our students prior to enrollment. Clear course notes will be added to the semester schedule, indicating that needs-based instructional materials will be provided upon request.

What are the benefits of this project/program to the students, college, and the community?

As stated above, we anticipate decreased financial burden and psychological stress for our students, alongside increased outcomes, and completions. We expect increased enrollments to the college's Studio Arts Program, and additional general admission applications to the college as the community is notified of our available courses and waived material fees.

How does this project/program support the College's Institutional Strategic Plan?

This proposal supports the College's Institutional Strategic Plan, specifically in:

Goal C. Help Students Stay on Pathways

C.6. Lower costs associated with being a student (e.g., Open Educational Resources; classroom resources; California College Promise; Center for

Assistance, Resources, and Educational Success (CARES); food pantry; providing hot spots, laptops, Chromebooks, etc.).

Goal D. Ensure Student Learning Outcomes

D.1. Reduce gaps in achievement, learning, and completion among student groups to ensure equity and improve outcomes.

Timeline for the project/program.

FALL 2025: Faculty/Staff notified of Award
Prepare Promotional Materials
Work with Office of Communications to develop a strategy to disseminate information to students and community.
Distribute Promotional Materials/ Coordinate with Enrollment Deadlines
Prepare & Perform Student Survey
Faculty to Develop Need-Based Kit List for Winter and Spring 2026 Courses
Order Materials for Winter/Spring Need-Based Kits
Prepare Kits for Winter 26 Semester.

WINTER 2026: Waive Student Fees for the first time
Distribute Need-Based Kits for the first time
Perform Student Exit Survey
Prepare Student Kits for Spring 2026

SPRING 2026: Waive Student Fees for the second time
Distribute Need-Based Kits for the second time
Schedule 2nd round of promotional material distribution
Distribute Promotional Materials/ Coordinate with Enrollment Deadlines
Prepare Kits for Summer 2026
Perform Student Survey

SUMMER 2026: Waive Student Fees for the third time
Distribute Need-Based Kits for the third time
Prepare Kits for Fall 2026
Perform Student Survey

FALL 2026: Waive Student Fees for the fourth time
Distribute Need-Based Kits for the fourth time
Perform Student Survey

How do you propose to use the funds requested? Please include specific budget information

1. Waive Material Fees: The department collects approximately \$8000.00 - \$10,000 in student material fees through Fall, Winter, Spring and Summer semesters.
2. Provide Need-Based Material Kits: \$10,000 would provide roughly 75-100 student kits.
3. Communications & Promotional Materials: \$5000
4. TOTAL REQUESTED: \$25,000

Please list any other sources of funding you have applied for and include dollar amounts if already awarded.

N/A

How will the Foundation's support be recognized?

The Foundation will be listed as the donor in all promotional materials for the project, and will be recognized on course syllabi under Material Fees.

How do you plan to evaluate this project's success?

We plan to compare department enrollment records and success rates year over year, with the waived material fees in place. We plan to assess the data disaggregated by ethnicity, gender, age group, delivery method and time to see where the support is having the greatest effect among students. We also plan to perform a student survey with questions each semester that we waive material fees.

If your project/program is successful, how will it inform your practice moving forward?

If the project/program shows increased student outcomes, completions, and enrollments for our department, we will look for a more permanent funding source to continue offering our students waived material fees, and need-based kits.