**Mini-Grant Request Process for Higher Ed Census Planning Institute**

We have a small amount of funding allocated to distribute to institutions that participated in the Summer Census Planning Institute. We anticipate giving those funds out to support either curricular development or mobilization action plans.

All institutions that submit a proposal will receive some funding. We anticipate being able to give out approximately $250 per project, but the final amount depends upon the number of mini-grant requests. An institution could receive at most one curricular and one action plan grant.

**To submit your proposal, please send a completed version of one of the template sheets from the Summer Institute to:** [mncensus2020@gmail.com](mailto:mncensus2020@gmail.com).In addition, we will need a completed [W9](https://apps.carleton.edu/campus/business/assets/W9Form_3.pdf) and a direct deposit authorization ([Vendor Electronic Payment Authorization](https://apps.carleton.edu/campus/business/assets/Carleton_College_Vendor_Electronic_Payment_Auth_Form_May_Fillable.pdf)). These forms can also be sent via email.

As part of the process, we will check in with you during the academic year to see how you are accomplishing your goals. Sometime next spring we will request that you complete a brief final evaluation to report on the results of your project. We will share excerpts of your plans and your successes on the [Census 2020 and Minnesota Higher Education Network website](file:///C:\Users\uq8768id\Downloads\Census%202020%20and%20Minnesota%20Higher%20Education%20Network).

This is intended to be a simple and doable process. If you have questions about any of this, please feel free to contact Adrienne Falcón at [Adrienne.Falcon@metrostate.edu](mailto:Adrienne.Falcon@metrostate.edu) or Debby Walser-Kuntz at [dwalser@carleton.edu](mailto:dwalser@carleton.edu).

Please submit these to us by Friday August 30th.