

Western Texas College Foundation INSPIRE Program

Completed applications must be received on or before the due date to the Western Texas College Foundation c/o: Melanie Schwertner, WTC Visitor Center (Bldg. 22). Applicants are encouraged to submit all necessary documents as soon as possible to assure that a last minute delay will not preclude consideration for a program award.

1. APPLICANT INFORMATION

FIRST NAME: Sheila LAST NAME: Hale
DEPARTMENT: Marketing TITLE: Foundation & Event Coordinator
EMAIL ADDRESS: sheila.hale@wtc.edu PHONE: 325-574-7943

2. PROJECT

Project Name: Visitor Center Waiting Room
Fund Amount Requested: \$ 5,000.00
Amount of funding from other sources for project: \$ None
Have you applied for funding before from the Western Texas College Foundation? YES NO
If yes, for what project and how much did you receive? _____

Project Abstract (In the space below, please provide a one to two sentence description of project):

The installation of a glass panel wall with a glass and wood door at the entrance to the Visitor Center hallway. This will help students and visitors stop and check with the administrative assistant to ask if the individual they'd like to see is available before heading down the hall to their office. Carpet squares installed down the hallway behind the wall will aid in the absorption of noise and assist with student and staff confidentiality. In addition, when the downstairs room in the Visitor Center is rented out during the day or on the weekend, the wall will help prevent unauthorized access to the upstairs hallway and office spaces.

3. PROJECT PROPOSAL

Please prepare a project proposal (no longer than 2 -3 pages) that includes the items listed below. Additional pages may be included to provide supporting documentation if needed.

A. Description

- a. Provide a detailed description of the proposed activity or program
- b. Outline how completion of the proposed activity will benefit students, the department, division or the institution. Is there a community benefit?

- c. Detail the implementation plan.
- d. Explain how the activity or program will be evaluated.
- e. If applicable, list the equipment and materials needed to complete the project.
- f. If the amount requested does not fully fund the project, what other sources of funding are available?

B. Expenses

- a. Outline all *proposed* expenses. Be specific. The Western Texas College's policy on reimbursable expenses applies to all actual expenditures, e.g. travel, supplies, etc.
- b. Please inform the Western Texas College Foundation of any other sources of funding available for this proposal.
- c. If awarded, you will need to provide copies of all receipts for approved expenditures.

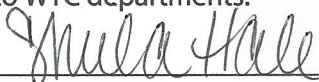
I understand and agree to the following provisions:

- 1. Ownership of materials produced as a result of this award will be in accordance with current policies of Western Texas College.
- 2. In addition to the final report, if applicable, I will provide Western Texas College Foundation with one complete copy of all materials produced.
- 3. I agree to present my project or report to the Western Texas College Foundation Board, if requested.
- 4. The expenditure of funds and request for reimbursement must be in the same fiscal year.
- 5. **Approved funds must be used within same fiscal year as designated by terms of award.**

CERTIFICATION

Applicant Signature:

My signature below certifies that the information provided in this application is accurate and complete to the best of my knowledge. I authorize Western Texas College Foundation to release any information contained in this application to WTC departments.

Signature: 

Date: 10-13-23

Supervisor Signature:

Signature: 

Date: 10-13-23

Administrator Signature:

Signature: 

Date: 9-27-2023

Glass wall with entry door:



Melanie's Office

----- 25" -----

----- 36" -----

----- 25" -----

<----- 86" wide ----->

Original VC Hallway:

