



**SANTA MONICA COLLEGE FOUNDATION**  
**Chairs of Excellence Agreement**

Dear Chair of Excellence Recipient,

Please review, complete, sign and date this Chair of Excellence Payment Agreement and return to the SMC Foundation for processing along with a completed IRS Form W-9.

In acknowledgement of being a recipient of the Chair of Excellence, you agree to the following:

- a. I will provide two specific metrics for each of the three (3) years as part of the application process due by December 31<sup>st</sup> of the current year. Impact on student equity, student experience, innovation and SMC vision are encouraged;
- b. I will remove the budgeting portion of the application to demonstrate trust and focus on outcomes;
- c. I understand that Member(s) from the SMCF Chairs of Excellence Review Committee may opt to review my grant on an annual basis;
- d. I understand that I will be required to present one (1) workshop on the topic awarded at the spring Faculty Flex Day during the second year of my award; and,
- e. I will be required to include a *sustainability plan* with a brief, 1-2 page report following the third year of the award. The sustainability plan's intent is designed to consider how changes, new ideas and innovations can endure beyond year three of the award.

**Payment of Grant** SMCF has designed a new method for the disbursement of the funds which will be handled by Auxiliary Services. Beginning July 1, 2018, grantees are eligible for annual installment of \$5,000 through this portal. Mitch Heskell, Dean of Education Enterprise, will review all requests for funds, and will contact you if there are any questions. Here are the various ways to receive benefit of these funds:

1. **Fiscal Calendar** – The COE grant is offered on a fiscal calendar cycle – from July 1-June 30<sup>th</sup>.
2. **Direct Payment to You** – Please submit your request, using the attached purchase requisition form, along with a W-9. These payments are taxable. You will receive a Form 1099 in January 2019 for your tax purposes. Please allow two weeks for payments to be processed, after Auxiliary has received the necessary documentation.
3. **Payment Directly to Vendors** for expenses in connection with your grant: Please submit the purchase requisition form, along with the invoices and a W-9 for the vendor. Please submit originals for all receipts and requisitions directly to Auxiliary Services.
4. **Reimbursement** for expenses you incurred – please submit the purchase requisition form, along with the receipts for expenses you already incurred.

5. **Annual Distribution** – A maximum disbursement of \$5,000 is allowed. Funds cannot be combined or rolled over from year to year. Any remaining funds will be returned to the COE account.

**Reporting Requirements** One of the requirements as a Chair of Excellence is to provide a brief, annual progress report due May 15<sup>th</sup> of each of the three years. This report should address what goals were achieved, any challenges that persist and articulate why/why not the grant has been of value to your plan.

**Eligibility** Faculty are required to maintain full-time status at Santa Monica College in order to receive all three years of disbursements. Funds may not be transferred to or utilized by another faculty member or program. Breach of such occurrence may lead to immediate discontinuation of the grant.

**Promoting the Award** SMCF will formally announce newly award grants at Opening Day in August. In advance of Opening Day, please send a brief, 150-250 word maximum synopsis that will encapsulate the essence of the project. This will inform the press release and other promotional opportunities we anticipate. Kindly submit the synopsis by June 30<sup>th</sup> to [foundation@smc.edu](mailto:foundation@smc.edu).

By signing this payment agreement I agree with all conditions as set forth above.

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Print name

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Date

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Signature

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Date