

CALL FOR PROPOSALS

Mission

Manchester Community College Foundation advances the academic, economic, and personal growth of diverse populations by securing funding to assist the college in achieving its mission and goals through support of programs, scholarships and equipment.

What We Do

Since 1968, MCC Foundation has supported the college’s strategic initiatives via funding for student scholarships, college programs and equipment. Financial needs cannot be met by state dollars alone; MCC needs private partners to ensure access, excellence and relevance to our community is sustained. Through its fundraising and outreach, MCC Foundation is building a network of community support and promoting increased public understanding of the college as a regional resource and economic contributor.

MCC Foundation offers grants to the MCC community to stimulate innovation and fund projects that will enhance the student experience inside or outside the classroom, and improve our community.

Application Process

The application will consist of a cover sheet, budget and proposal narrative (1,500 words or less) which must include:

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| <ol style="list-style-type: none"> 1. Brief overview of the project and amount requested. Include all sources of funding. 2. Describe how the project supports MCC’s strategic goals and/or capital campaign 3. Detailed budget of revenue/expenses 4. Description of the resources required to implement the project (human, institutional, financial). | <ol style="list-style-type: none"> 5. Timeline for completion 6. Anticipated outcomes and project evaluation plan. If previously funded, include past metrics. 7. Sustainability of the project including associated and recurring costs and maintenance 8. Application approval from your supervisor and Dean |
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Requirements

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| <p>Priority will be given to projects that feature one or more of the following characteristics:</p> <ul style="list-style-type: none"> • Program supports initiatives included in the capital campaign plan and budget • Innovative: project represents a creative way to address goals outlined in the college’s strategic plan • Collaborative: inter-departmental or inter-disciplinary approaches • Sustainable: can be perpetuated, renewed, incorporated into operational budget, can be supported by clearly identified alternative sources of funding, or has minimal recurring or associated costs • Built on proven best practices • Lead to student retention and success • New projects and existing programs that have received past support from the MCC Foundation | <p>Fundable projects include but are not limited to:</p> <ul style="list-style-type: none"> • Academic program initiatives • Student life initiatives • Equipment, software, etc. • Community engagement and service learning projects • Capital projects <p>If Your Project Is Funded</p> <ul style="list-style-type: none"> • You will need to use the funds by December 31st of the following academic year or request an extension • You must acknowledge MCC Foundation and utilize the MCC logo as applicable, on all marketing and promotional materials. Email dreid@manchestercc.edu for the logo files. • You must provide an impact report to Diana Reid at the end of the funding period that summarizes how the funds were used and the impact. |
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Submission

Deadline: March 3, 2017 by 6:00 PM.
Awards will be announced June, 2017

Submit to: Diana Reid, Institutional Advancement, MS#6
dreid@manchestercc.edu or Lowe Building, Room L231

Campaign 2020



Campaign 2020 provides funding for three main areas; **Partnerships, People, and Programs.**

PARTNERSHIPS

- Develop and sustain community arts and entrepreneurship programs and services located at MCC on Main and on campus
- Expand the reach of the Institute for Community Engagement and Outreach's four centers

PEOPLE

- Enhance student experience through modernization of library technology including a new digital lab and study rooms
- Expand student success programs: including advising and counseling, mentoring and bridge programs through SS-TRIO grant and Veterans' services
- Scholarships for financial need, retention scholarships and manufacturing students

PROGRAMS

- **Science, Technology, Engineering, and Mathematics (STEM)**
 - New labs, bringing equipment and facilities to state-of-the art level and increasing capacity
 - As new programs are launched, innovative and specialized equipment and renovations are needed to outfit labs and provide hands-on learning experiences.
- **Liberal and Creative Arts**
 - Replace outdated equipment for **Visual Fine Arts and Design** studios including new kilns, furniture, pottery wheels and drafting tables
 - Give **Communication** students real-world experience and heighten visibility of the college
- **Social Science, Business, and Professional Careers**
 - New equipment and software, and renovation of labs for **Social Sciences**, including Geography, Psychology, Sociology, Early Childhood Education and Criminal Justice
 - Cutting-edge equipment/facilities including kitchen and dining room upgrades and kitchen enhancements for the **Culinary Arts Center**

2017-18 Funding Timeline

December 2016	Call for proposals for 2017-18 academic year sent to college community
January 31, 2017	<ul style="list-style-type: none"> • Submit impact reports for 2015-16 supported projects (see #1 below). • Unused funds from 2015-16 academic year returned to MCC Foundation unless an extension is requested and approved. (see #3 below)
March 3, 2017 6:00 p.m.	Applications due (requires budget and dean's signature - See #2 below)
March, 2017	Strategic Planning Committee (SPC) reviews applications
March, 2017	President's Cabinet reviews applications
April, 2017	MCC Foundation Disbursement Committee meets to review proposals put forward by Cabinet and SPC
May, 2017	MCC Foundation Board meets to approve recommendations from the disbursement committee
June 2017	Notifications to college community
November 2017	Impact reports presented at foundation board meeting
December 2017	Call for proposals for 2018-19 academic year sent to college community
January 2018	Unused funds from 2016-17 academic year returned to MCC Foundation unless an extension is requested and approved. (see #3 below)

1. Impact reports are due within 60 days of project end date and should provide responses to question #5 in the application. A sample report template can be provided upon request. Extensions will be considered on a case-by-case basis. Failure to submit an impact report by the due date can impact future requests for funding.
2. All applications must include a detailed budget of expected use of funds and revenue sources, as well as a signature of approval from the dean of the related program. Include all sources of revenue you are seeking for the project.
3. Any award not used within the allotted timeframe will be forfeited and remaining monies returned to MCC Foundation. However, awardees may submit a request for an extension, to be reviewed and approved by the related program dean and Foundation disbursement committee.

SUBMISSION CHECKLIST

Requirements for Dean and Division Director

1. Review project request; are there other funding sources for all or part of the project?
2. Determine if the project is aligned with the strategic plan of the college.
3. Review and confirm budget.
4. Review completed application and sign application cover sheet. Signatures from dean **and** division director are required. Completed applications must be submitted by March 3, 2017 at 6:00 p.m.

Requirements for Applicant

1. Complete all sections of the application.
2. Include a detailed budget of funding sources and expenditures/uses of funds being requested. Include all funding sources received or requested.
3. Review the application with your dean and division director.
4. Obtain your dean's **and** division director's signatures.
5. Submit the application by the deadline (March 3, 2017 at 6:00 p.m.).

IMPORTANT NOTES

1. Your dean and division director must review and sign-off on the application prior to submission.
2. A detailed budget must be included. If you are seeking funding from other sources, include these sources in your budget.
3. Applicants whose projects are approved will be notified in June 2017. Funds will be available beginning June 2017 for approved projects for the 2017-18 academic year.
4. Funds must be used by December 31, 2018. Extension requests for projects which exceed the anticipated timeline are available with prior approval from your dean and the office of Advancement. These requests will be reviewed by the foundation disbursement committee.
5. Impact reports must be completed within 60 days of the project's completion. Failure to submit an impact report will impact future requests for funding.

Questions?

Contact Diana Reid, Office of Advancement at dreid@manchestercc.edu or call 860-512-2909.

MCC Foundation Funding Request Application Cover Sheet

Please complete ALL SECTIONS and obtain signature approval from your **dean and division director** and submit with your application.

Project Title: _____

Amount Requested: \$ _____ Department: _____

Submitted by: _____ Phone: _____ Mail Stop: _____

Co-Applicant Name(s) _____ Mail Stop: _____

Applicant Signature: _____

Approved by: You **MUST** have the application reviewed and approved by your **division director and dean**.

Dean: _____ Date: _____

Division Director: _____ Date: _____

Other: _____ Title: _____ Date: _____

Proposals can be submitted electronically with signatures to dreid@manchestercc.edu

or delivered to Diana Reid in Room L231 **or** sent via interoffice mail to MS #6

Proposals must be received by **March 3, 2017 at 6:00 PM.**

Proposal Narrative

Provide responses to the following items. You may provide in a separate Word document if needed.

- Respond to all sections.
- Do not exceed 1,500 words per section.

1. **Project Description:** (program narrative):
2. **Strategic Priority:** (Describe how the project is connected to the College's strategic goals and/or campaign) <https://www.manchestercc.edu/wp-content/uploads/2014-2019-Strategic-Plan.pdf>
3. **Resources Required to Implement the Project:** (Account for resources that will be needed—human, institutional & financial)
4. **Anticipated Outcomes and Project Evaluation Plan:** (Include a brief overview of the anticipated outcomes and how the project will be evaluated. If the project has been funded in the past, how has this funding had an impact?)
5. **Project Completion Timeline:** (When do you anticipate this project to be completed, and by when will you have spent all Foundation funds granted to you?)
6. **Sustainability of Project:** (include associated and recurring costs and maintenance)
7. **Budget:** (provide or attach a detailed budget which includes funding sources, expenses and anticipated use of funds. Include any other sources of funding which will be used for this project.)