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**REQUEST FOR FUNDS FOR 2023-2024**

**APPLICATION**

## STEP 1: APPLICATION COVER SHEET

**Project Title:**

**Applicant Name:**

**Program/Department:**

**Campus Extension: Cell Phone:**

**Total Project Cost: $** **Requested from Foundation: $**   
  
**Check one: o Initial Request o Renewal Request o Revised Request**

**Project has IT related items: o Yes o No** *(If yes, discuss and attach quote from IT)*

**Project includes room renovation, installation of equipment or furniture:**   
**o Yes o No** *(If yes, request must be reviewed and approved by Campus Operations)*

**Brief Description of Proposal (limit to space below):**

## STEP 2: APPLICATION DETAILS

1. **Which College strategic priority does your project advance?**

* To improve access and affordability
* To support student retention and completion
* To enhance academic programs
* To support excellence in teaching and learning
* To improve facilities and technology

1. **Briefly explain how your project meets the strategic goal selected above.**

1. **Project Description. Describe the project’s components, staff and volunteers responsible for implementation, timeline, and other relevant details.**
2. **State the number of individuals that would directly and indirectly benefit from your project during the academic year:**

# of MCC students directly \_\_\_\_\_\_\_\_\_ and indirectly \_\_\_\_ impacted  
# of MCC faculty/staff directly **\_\_\_\_\_\_\_\_\_\_**  and indirectly  **\_\_\_\_\_** impacted  
# of MCC alumni directly \_\_\_\_\_\_\_\_\_\_\_\_ and indirectly \_\_\_\_\_\_\_\_\_\_\_\_ impacted  
# of community members directly \_\_\_\_\_\_\_\_\_\_\_\_ and indirectly \_\_\_\_\_\_\_\_\_\_\_\_ impacted  
  
# of years this project is anticipated to benefit the above individuals  **\_\_\_\_\_\_\_\_\_\_\_\_**

1. **If the project is expected to continue beyond the period of Foundation funding, describe plans for the project’s sustainability.**
2. **Describe how the project’s outcomes and impacts will be measured and evaluated.**

## STEP 3: Budget

**Provide a line-item budget of anticipated revenues and expenses.**

* The budget must reflect total project costs. Therefore, please include funding committed or requested from other sources. Include these as separate lines under Project Income.
* List expenditures for this project under Project Expenses and separate costs covered by MCC Foundation and Other Sources.
* If your project requires future subscription renewals, maintenance/upgrades, beyond the grant request, please include this information and how these will be paid for.
* See the instructions and sample budget document as a guide or contact Diana Reid if you need assistance with preparing the budget.

### PROJECT BUDGET

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Income** | **Requested** | **Committed** | **Total** | **Line Item Description** |
| MCC Foundation Request | $ | $ | $ |  |
| List other sources here | $ | $ | $ |  |
|  | $ | $ | $ |  |
|  | $ | $ | $ |  |
| TOTAL | $ | $ | $ |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Expenses** | **MCC Foundation** | **Other Sources** | **Total** | **Line Item Description** |
|  | $ | $ | $ |  |
|  | $ | $ | $ |  |
|  | $ | $ | $ |  |
|  | $ | $ | $ |  |
| TOTAL | $ | $ | $ |  |

## STEP 4: Attachments

* Price quotes for any purchases or labor required for the project.
  + For quotes related to IT hardware, software, and subscriptions, work with IT.
  + For quotes related to facilities, equipment, and furniture, work with the Associate Dean of Campus Operations.
  + For quotes related to printing, marketing, and advertising, work with the Marketing Department.
* Most recent impact report if project was previously funded by the Foundation.
* MCC Foundation is tax exempt and does not pay sales taxes.