

CAMPAIGN 2020 APPLICATION FOR FUNDING

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

MCC Foundation offers grants to the MCC community from funding raised through Campaign 2020 to provide funding for larger-scale projects (over \$2500) such as classroom/lab renovations, equipment and furniture purchases, technology upgrades and student support services programs and initiatives.

Application Process

The application will consist of a cover sheet, budget and proposal narrative which must include:

- | | |
|---|---|
| 1. Brief overview of the project and amount requested. Include all sources of funding you have received or have applied for | 5. Include a timeline for completion |
| 2. Describe how the project supports MCC's strategic goals | 6. Include anticipated outcomes and project evaluation plan. If previously funded, include past metrics |
| 3. Include a detailed budget of revenue/expenses | 7. Discuss sustainability of the project including associated and recurring costs and maintenance |
| 4. Describe the resources required to implement the project (human, institutional, financial) | 8. Application must be reviewed and approved from your supervisor and dean before submission |

Requirements

Projects should support Campaign 2020 initiatives:

- STEM
- Manufacturing
- Health Careers
- Library
- Culinary Arts and Hospitality
- Business and Entrepreneurship
- Arts, Communications and Social Sciences
- Student Scholarships and Support Programs

If your project does not align with the above initiatives, make a strong case as to how it relates to the infrastructure that supports the educational needs of students and faculty.

If Your Project Is Funded:

- 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 Foundation logo as applicable, on all marketing and promotional materials
- You must provide MCC Foundation with an impact report at the end of the project or funding period that summarizes how the funds were used and the impact

Submission Deadline

Applications accepted beginning August 28, 2017
Deadline: October 10, 2017 by 6:00 p.m.

Awards will be announced late November, 2017

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



MAKE AN IMPACT

CAMPAIGN FOR GIVING

Campaign 2020 Funding Application
for the 2017-18 academic year
DUE: October 10, 2017 at 6:00 p.m.

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

PEOPLE

- Enhance student experience through modernization of library technology including a new digital lab, study rooms, café, furniture
- Expand student success programs: including advising and counseling, mentoring and bridge programs through SS-TRIO grant and Veterans' services
- Provide scholarships for students with 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.
- **Manufacturing**
 - Purchase equipment to increase capacity and expand programming, support scholarships for students with financial need
- **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**

PARTNERSHIPS

- Develop and sustain 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 (ICEO) four centers



**Campaign 2020 Funding Application
for the 2017-18 academic year
DUE: October 10, 2017 at 6:00 p.m.**

2017-18 Funding Timeline

August 28, 2017	Applications available for the 2017-18 academic year
October 10, 2017	Completed applications due at 6:00 p.m.
October, 2017	Strategic Planning Committee (SPC) reviews applications
October, 2017	President’s Cabinet reviews applications
November, 2017	MCC Foundation Disbursement Committee meets to review applications
November 15, 2017	MCC Foundation Board meets to approve recommendations from the disbursement committee
November/ December, 2017	Notifications to college community

1. 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 or have received for the project.
2. 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

1. Review project request; are there other funding sources for all or part of the project? Please list.
2. Verify the project is aligned with the strategic plan of the college.
3. Review and confirm budget.
4. Review completed application and sign cover sheet. Signatures from dean **and** division director also required.

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



Campaign 2020 Funding Application
for the 2017-18 academic year
DUE: October 10, 2017 at 6:00 p.m.

MCC Foundation Campaign 2020 Funding Request for 2017-18

STEP 1 of 4: 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 _____ 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: _____

STEP 2 of 4: 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 Campaign 2020)
 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)

STEP 3 of 4: Budget

Provide a detailed budget of expenses. Include any funding you have received or anticipate receiving.

STEP 4 of 4: Budget

- Review proposal and be sure your dean and division director has reviewed, approved and signed the cover sheet in Step 1.
- Submit your proposal electronically with signatures to dreid@manchestercc.edu or deliver to Diana Reid, Advancement Office, Room L231 (MS 6).

Proposals must be received by October 10, 2017 at 6:00 p.m.