
MCC FOUNDATION

2019-2020 GRANT APPLICATION INSTRUCTIONS

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 the Annual Fund and Campaign 2020 to provide funding for academic and student programs, student scholarships/awards, student support services, as well as classroom/lab renovations, equipment and furniture purchases, and technology upgrades.

If Your Project Is Funded:

- Funds need to be used within 12 months or by December 31st of the following academic year. You may request an extension if the project has been delayed. Projects that involve IT or facilities may require 3-6 months lead time for approval.
- You must acknowledge MCC Foundation and utilize the MCC Foundation logo as applicable, on all marketing and promotional materials related to the funded project.
- 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 it had on students and/or academics.

INSTRUCTIONS – CHECK LIST

- Discuss the project with your division director, dean. They **must** sign-off with their approval of your grant application prior to submission.
- Complete each part of the application: Cover sheet, budget, and application. Include price quotes when applicable.
- If your project requires technology, room renovations, furniture purchases, marketing or signage, you must discuss these aspects of your project with the appropriate supervisor in each respective area and provide their approval of the project. Please include price quotes, including labor, where applicable.
- Get all required signatures (see page 2) and return your completed application to Diana Reid, room L231, mail stop 6.

Questions?

Contact: Susan Alston
Executive Director, MCC Foundation
860-512-2904
salston@manchestercc.edu
Room L202

Diana Reid
Director of Development
860-512-2909
dreid@manchestercc.edu
Room L231

SAMPLE BUDGETS

SAMPLE BUDGET FOR PROJECT/SPEAKER

Project Funding	Anticipated	Committed	Total	Line Item Description
Please provide details for each line item in your project budget. Include the funding source/organization name and amount.				
MCC Foundation	\$5000		\$5000	For speaker fee and travel
Capital CC Foundation	\$500		\$500	For speaker fee
MCC Student Activities		\$500	\$500	refreshments
Town of Manchester		\$1000	\$1000	Marketing materials
TOTAL	\$5500	\$1500	\$7000	

Project Expenses	Paid from MCC Foundation Funds	Paid from Other Sources	Total	Line Item Description
Speaker Fee	\$4500	\$500	\$5,000	John Doe speaker fee. Capital CC helping with fee.
Speaker Travel Expenses	\$500		\$500	Limo to and from airport
Refreshments		\$500	\$500	Student activities is covering light refreshments for guests
Printing of posters, flyers, 100 copies of John Doe books		\$1,000	\$1000	Town of Manchester Grant for 100 books to give away to students, printing of posters and flyers to promote event
TOTAL	\$5000	\$2000	\$7000	

SAMPLE BUDGET FOR EQUIPMENT PURCHASE

Project Funding	Anticipated	Committed	Total	Line Item Description
Please provide details for each line item in your project budget. Include the funding source/organization name and amount.				
MCC Foundation	\$30,000		\$30,000	Purchase of equipment
MCC Dept Budget		\$5,000	\$5,000	Installation, removal
Hartford Foundation for Public Giving grant		\$30,000	\$30,000	Purchase of equipment
TOTAL	\$30,000	\$35,000	\$65,000	

Project Expenses	Paid from MCC Foundation Funds	Paid from Other Sources	Total	Line Item Description <i>*attach quotes!</i>
Purchase of 2 kilns	\$30,000	\$25,000	\$55,000	Purchase of 2 kilns includes delivery
Installation of new kilns and removal of old kilns		\$5,000	\$5,000	Install and removal by contractor
Electrical		\$1,200	\$1,200	Outside contractor for electrical work
Room Prep		\$3,800	\$3,800	Painting, new floor and other prep needed for new kilns
TOTAL	\$30,000	\$35,000	\$65,000	

2019-2020 GRANT APPLICATION

STEP 1: Application Cover Sheet

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

Project Title: _____

Name: _____ **Title:** _____

Department: _____ **Mail Stop:** _____

Amount Requested: \$ _____ **Total Project Budget: \$** _____

Please Check one: **Initial Request** **Renewal Request** **Revised Request**

Dean's Signature: _____ Date: _____

Division Director's Signature (if applicable): _____ Date: _____

Other Signatures: (if applicable)

The following department supervisors have been consulted and have reviewed aspects of this project as it pertains to work that may need to be performed by their staff for successful completion of this project.

Facilities: _____ Date: _____

Marketing: _____ Date: _____

IT: _____ Date: _____

STEP 2: APPLICATION DETAILS

Respond to all questions clearly and concisely.

1. Provide a one paragraph summary of your proposal (limit 500 words).

2. How does this proposal meet the strategic goals of Manchester Community College? (limit 1,000 words).

3. Explain the proposed goals, objectives, outcomes and impact. (limit 1,000 words).

4. State the number of individuals that would directly and indirectly benefit from your project for the academic year(s):

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 _____

5. Provide a line item budget, including all projected expenditures, in an Excel worksheet. (See attached sample on page 4). Indicate how funds from MCC Foundation would be spent. If there are other funding sources, identify how much and from whom.

6. How will you measure the success of this project? (limit 500 words).

7. Identify the project's existing and proposed staffing, if applicable.

8. If this request is a renewal or revised request, please answer these additional questions:
 - a. Are you on track to meet goals and objectives? Please outline and explain the projects status. (limit 1,000 words).

- b. What has gone well?**
- c. What will/has change(d)?**
- d. For revised requests: What needs to be clarified/revised from the original submission?**

9. How many staff, students, alumni and community members have participated? Please provide counts for each.

- # _____ MCC students participated**
- # _____ MCC faculty/staff participated**
- # _____ MCC alumni participated**
- # _____ community members participated**

10. Have you tried to get funding from other sources? If so, whom? Please also indicate the status of other requests for funding and when you expect to hear back from other organizations you have requested funding from. (limit 500 words)

11. Did you submit your impact report from the last grant? ___Yes ___No

- a. If not, please explain why your impact report was not submitted**

12. Tell us about your and/or your department's engagement with MCC Foundation. This may include service on a MCC Foundation committee or participation and/or support of activities such as Evening of Fine Food and Friends, Hall of Fame, Alumni Dinner or other Alumni Programming, Annual Fund, Scholarship Program/Reception. (limit 500 words)

13. If this is a project renewal, why should MCC Foundation consider funding a renewal of this project? (limit 500 words)

STEP 3: Budget

Provide a detailed line item budget of expenses:

- Use the form below to show your complete project budget.
- Separately show the total amount being requested from MCC Foundation and the expenses the funds are being asked to cover.
- MCC Foundation likes to see the full scope of your project budget, so please include any funding committed or anticipated from other sources/grants, and all the expenditures for this project and the source used to cover the expenditures.
- See the separate instructions and sample budget document as a guide or contact Diana Reid if you need assistance with preparing the budget.

PROJECT BUDGET

Project Income	Anticipated	Committed	Total	Line Item Description
Please provide details for each line item in your project budget. Include the funding source/organization name and amount.				
MCC Foundation Request	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
TOTAL	\$	\$	\$	

Project Expenses	MCC Foundation	Other Sources	Total	Line Item Description
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
TOTAL	\$	\$	\$	

Deliver your completed application with all necessary signatures, budget and supporting materials (price quotes, etc...) to:

Diana Reid, Advancement Office, Room L231 (MS 6)

We will confirm receipt of your application and contact you with any questions, or provide you information on when your application will be reviewed.

Please allow 4-8 weeks for application review.