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## REQUEST FOR FUNDS FOR 2023-2024

### INSTRUCTIONS

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#### Mission

MCC 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 College from fundraising for endowment, Annual Fund, grants, and special events. Funding is considered for projects that align with the strategic priorities established by the College CEO and endorsed by the Foundation Board of Directors.

#### Strategic Priorities

The Foundation encourages applications that advance at least one of the following strategic priorities of the College:

- 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
- To enhance diversity, equity and inclusion

#### Timeline

Fall 2022	Proposals developed
Dec. 31, 2022	Last day to submit applications
Winter 2023	Applications screened by deans CEO selects applications for submission to Foundation
Spring 2023	Foundation Board approves projects for funding
Summer 2023	Funding disbursed to College
2023-24	Projects implemented

## **Guidelines**

- Discuss the project's design with your dean before submitting the application.
- Consult with the Institutional Advancement Office on application requirements and Foundation interests and priorities.
- Complete every question in each section of the application: cover sheet, application, and budget.
- Needs related to facilities and equipment are typically funded by the College. Therefore, such requests must be reviewed by the Associate Dean of Campus Operations before a Foundation request can be submitted.
- Projects related to technology must be approved by IT, preferably before a Foundation request is submitted.
- Projects involving facilities, equipment, technology, etc. must include a quote that includes costs of items and labor, where applicable.

## **If Your Project Is Funded**

- Funds must be expended by June 30, 2024 unless requested otherwise in the application and approved by the Foundation.
- You must acknowledge MCC Foundation and utilize its logo, when possible, 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 that summarizes how funds were used and the impact on students. You will be notified of the deadline and requirements of this report if your project is funded.

## **Application Submission**

Submit the completed application in Microsoft Word with attachments to:

[ma-geninfoinstitutionaladvancement@mcc.commnet.edu](mailto:ma-geninfoinstitutionaladvancement@mcc.commnet.edu)

## **Need help?**

Contact the Institutional Advancement Office at: [dreid@manchestercc.edu](mailto:dreid@manchestercc.edu) or 860-512-2909.

### 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	