REQUEST FOR FUNDS FOR 2023-2024

INSTRUCTIONS

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

**Need help?**

Contact the Institutional Advancement Office at: dreid@manchestercc.edu or 860-512-2909.
## SAMPLE BUDGET FOR PROJECT/SPEAKER

<table>
<thead>
<tr>
<th>Project Funding</th>
<th>Anticipated</th>
<th>Committed</th>
<th>Total</th>
<th>Line Item Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCC Foundation</td>
<td>$5000</td>
<td>$5000</td>
<td>$7000</td>
<td>For speaker fee and travel</td>
</tr>
<tr>
<td>Capital CC Foundation</td>
<td>$500</td>
<td>$500</td>
<td></td>
<td>For speaker fee</td>
</tr>
<tr>
<td>MCC Student Activities</td>
<td></td>
<td>$500</td>
<td>$500</td>
<td>refreshments</td>
</tr>
<tr>
<td>Town of Manchester</td>
<td>$1000</td>
<td>$1000</td>
<td></td>
<td>Marketing materials</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$5500</td>
<td>$1500</td>
<td><strong>$7000</strong></td>
<td></td>
</tr>
</tbody>
</table>

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