REQUEST FOR FUNDS FOR 2024-2025

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 raises funds from individuals and organizations in our community to support the CT State Manchester campus and its students. Manchester campus faculty and staff can submit requests for funding of projects that align with the strategic priorities established by the Campus CEO and endorsed by the Foundation leadership.

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 2023: Proposals developed
- Dec. 31, 2023: Applications due
- Winter 2024: Applications screened by Deans
- Spring 2024: CEO selects applications for submission to Foundation
- Foundation Disbursement Committee and Board approve projects for funding
- Applicants notified of funding decisions
- Summer 2024: Funding disbursed to Campus
- 2024-2025: Projects implemented
- June 30, 2025: Impact reports due
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, IT, and equipment are typically funded by the Campus. Therefore, such requests must be submitted to the Associate Dean of Campus Operations. The Foundation will not consider facilities, IT, and equipment requests that have not been endorsed by the Campus administration.
- Projects involving the major purchases must include quotes from vendors.

If Your Project Is Funded

- Funds must be expended by June 30, 2025, unless requested otherwise in the application and approved by the Foundation.
- MCC Foundation must be acknowledged as a donor in all marketing and promotional materials related to the funded project. Where appropriate, the Foundation logo should be used.
- An impact report must be submitted by June 30, 2025 that summarizes how funds were used and the impact on students. A template for the impact report will be provided by the Institutional Advancement office.

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></td>
<td>$5000</td>
<td>For speaker fee and travel</td>
</tr>
<tr>
<td>Capital CC Foundation</td>
<td>$500</td>
<td></td>
<td>$500</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></td>
<td>$1000</td>
<td>$1000</td>
<td>Marketing materials</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$5500</td>
<td>$1500</td>
<td>$7000</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>$5000</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>$500</td>
<td></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></td>
<td></td>
<td>$1,000</td>
<td>Town of Manchester Grant for 100 books to give away to students, printing of posters and flyers to promote event</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$5000</td>
<td>$2000</td>
<td>$7000</td>
<td></td>
</tr>
</tbody>
</table>