LONG BEACH CITY COLLEGE FOUNDATION
GRANT APPLICATION
FOR FISCAL YEAR July 1, 2015 to June 30, 2016
APPLICATION DEADLINE IS FRIDAY, March 13, 2015 (12 Noon)

Note: Only one application per department/area will be accepted!

Each application must be typed, signed and submitted with the original and 16 copies (back to back). (If you received a grant last year, you must complete and submit a one page project evaluation in order to be considered for a grant this year. Also make 16 copies and staple with each copy of your application).

I. PROJECT TITLE:

II. PROJECT DESCRIPTION: (Describe how the Foundation Grant will be consistent with the college mission.)

III. POPULATION SERVED: (Explain how this project will enhance the quality of instruction, student services and/or administrative services.)

IV. PROJECT JUSTIFICATION: (Describe why you think this project should be supported by the Foundation and how this project will promote and enhance Long Beach City College’s reputation in the community and/or statewide.)

V. PROJECT SCHEDULE:

MONTH/YR ACTIVITY

VI. Will you be receiving Matching Funds? _______ YES _______ NO

(Note: Matching Funds are calculated on a ratio of 1:1, up to $1,000 matched by Foundation.)
VII. **BUDGET DETAIL:** (Indicate the appropriate budget category and then fill in the amount of funds you are requesting for that category. The committee will not consider any requests for projects in excess of $1,000.

**SAMPLE OF LEVEL OF DETAIL NEEDED FOR BUDGET**

<table>
<thead>
<tr>
<th>BUDGET CATEGORY (Detailed)</th>
<th>FOUNDATION FUNDS</th>
<th>MATCHING FUNDS Identify source</th>
<th>Total Project costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing and copying materials</td>
<td>$300</td>
<td></td>
<td>$300</td>
</tr>
<tr>
<td>• Flyers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Registration Packets</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Posters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials and Refreshments for Study workshop and groups.</td>
<td>$100</td>
<td>$100</td>
<td>$200</td>
</tr>
<tr>
<td>First, Second and Third place prize</td>
<td>$250</td>
<td>$500</td>
<td>$750</td>
</tr>
<tr>
<td>Books &amp; Dictionaries</td>
<td>$250</td>
<td>$400</td>
<td>$650</td>
</tr>
<tr>
<td>Event refreshments, paper goods, balloons</td>
<td>$100</td>
<td></td>
<td>$100</td>
</tr>
<tr>
<td><strong>TOTALS:</strong></td>
<td>$1,000</td>
<td>$1,000</td>
<td>$2,000</td>
</tr>
</tbody>
</table>

**Please attach your budget with your own categories and funds at the end of the application**

(*NOTE: Authorizing signature for matching funds is required below in IX, 2 below*)

If funds are included for personnel, you will need to provide the Foundation Office with their Social Security number and a W9.

VIII. **PROJECT MANAGER:**

**NAME:**

**DEPARTMENT/PHONE EXTENSION:**

**CAMPUS ADDRESS:** **MAIL CODE**
IX. AUTHORIZATIONS:

1. ____________________________________________ Department Head
2. ____________________________________________ Appropriate Dean
3. ____________________________________________ Matching Funds Authorization
   (if applicable)

X. ADDENDA: YOU MAY ATTACH OTHER SUPPORTING MATERIALS TO YOUR
APPLICATION TO FURTHER EXPLAIN YOUR PROJECT.

2/5/2015