COLLEGE MISSION
Long Beach City College is an institution of higher education with an open door admission policy, dedicated to providing high-quality educational programs and related student services to those who can benefit from education. It is responsive to individuals and to the diverse needs of the local community.

WHAT ARE FOUNDATION GRANTS?
The Long Beach City College Foundation exists for the purpose of providing support to the faculty, staff and students of Long Beach City College. The Foundation Grant program is one way that the governors of the Foundation provide that support. Grants will be made to support small projects based on innovation and need.

WHO IS ELIGIBLE TO APPLY FOR A FOUNDATION GRANT?
Any student, staff member, faculty member, or administrator of Long Beach City College, or any combination of these categories may apply. The Special Project Committee has determined that no “Perennial” grants will be awarded. All grants will be awarded annually. If you received a grant last year, you MUST complete and submit an evaluation in order to be considered for this year.

IMPORTANT: We will only accept one application per department/area!!!

WHAT KINDS OF PROJECTS DO THE GOVERNORS WANT TO FUND?
Some of the criteria the governors will use in considering applications are:

1. NEED - To what degree would this project serve the population?
2. IMPACT - Will this project be viewed by a significant population of the college as a valid and meaningful expenditure of Foundation funds?
3. IMAGINATION - Is this project built on a new, innovative, or exciting idea? Is this project likely to encourage imaginative/creative ideas?
4. LEVERAGE - Will the funds requested from the Foundation be used together with other funds to support a larger project?
   Special consideration will be given to projects that include “matching” funds.
5. GRANT REQUESTS - The committee will not consider any requests for projects in excess of $1,000.

NOTE: In view of the criteria, FOUNDATION GRANTS will not be made to fund individual scholarships that are supported through other Foundation programs.

WHO WILL JUDGE THE PROPOSALS?
All applications will be reviewed by the College Executive Committee to see if they encompass the college mission. A special subcommittee of the Foundation Board of Governors will then review all the applications, rank them in funding order, and recommend the projects to be funded to the Executive Committee of the Foundation. The actual number of awards is dependent on the quality and criteria of the applications submitted. The Executive Committee of the Foundation will authorize the president to announce the grant recipients.

IF I AM FUNDED, WHEN WILL THE MONEY BE AVAILABLE?
The Fiscal Year July 1, 2015 to June 30, 2016. Foundation Grants will fund projects that occur from July 1, 2015 to June 30, 2016. The money awarded will be made available according to the project schedule and prudent use of funds is a requisite. We will need a detailed invoice or bill and authorization for payment for auditing purposes before we can issue any check.

HOW DO I FILL OUT THE APPLICATION?

I. PROJECT TITLE
II. PROJECT DESCRIPTION
This section is where you communicate your idea to the governors. Describe how the Foundation grant will be consistent with the college mission.

III. POPULATION SERVED
The Foundation is interested in making as big an impact as it can, given the limitation of its funds. Be sure to include numbers (e.g. - 200 students, 40 faculty members, etc.). Explain how this project will enhance the quality of instruction, student services and/or administrative services.

IV. PROJECT JUSTIFICATION
This is your most important section. You should convince the governors that your idea is better or more needed than the others submitted. 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
The project schedule is used to plan the Foundation's cash flow. Therefore, if you are proposing a workshop that will occur in November, write "November, workshop, and indicate the amount of funds requested.”

VI. MATCHING FUNDS
Matching Funds are calculated on a ratio of 1:1, up to $1,000 matched by Foundation. Amounts less than 1:1 will be evaluated by the committee.

VII. BUDGET DETAIL
The categories you may want to use are: personnel, equipment, supplies, contract services, construction, or other. Please try to be as accurate as possible when presenting costs by researching vendors, prices, etc. Indicate the appropriate budget category and then fill in the amount of funds you are requesting for that category.

VIII. PROJECT MANAGER
The project manager can be any student, staff, or faculty member of Long Beach City College during the period of the award. The project manager will be responsible for making an interim and final report to the Foundation governors.

IX. AUTHORIZATIONS
Each application will require one or two authorization signatures: 1. Appropriate dean; 2. Matching funds authorization (if applicable).

IMPORTANT NOTE: No applications will be considered for funding by the Foundation if the authorization signatures are not present. If matching funds are going to be used in your project, an additional signature authorizing the commitment of those funds will be required. Each application must be typed, signed, and submitted with the original and 16 copies (back to back).

X. ADDENDA
You may attach other supporting materials in addition to the application if you feel these will help explain or justify your project.

Application Deadline is Friday, March 13 (12 Noon) No Exceptions!
*Please submit original with 16 copies (back to back)*