**LONG BEACH CITY COLLEGE FOUNDATION**

**Grant Application**

**(Fiscal Year July 1, 2018 – June 30, 2019)**

**Project Title:**

**Project Description:** Please describe the project, including how the project is consistent with the mission of the College. Refer to website - <http://www.lbcc.edu/Catalog/mission-statement.cfm>

**Project Need:** Please explain the need for the project, including to what degree the project will serve the Long Beach City College population. Also explain how this project will enhance the quality of instruction, student services, and/or administrative services.

**Project Impact:** Please justify why this project should be supported by the Foundation, including why this is a meaningful expenditure of Foundation funds. Also include how many people will be impacted by the project, as well as how the project will promote and enhance the reputation of the college in the broader community (local/state/national).

**Project Innovation:** Please explain how the project components encourage new, imaginative, creative, exciting, or different outcomes.

**Project Leverage:** Will this project receive any other sources of matching funds? \_\_\_\_Yes \_\_\_\_No. If applicable, please include the source of those funds. You will also be asked to provide a listing of how those funds will be applied to the project budget and obtain an authorizing signature(s) guaranteeing the use of the matching funds.

**Project Schedule:** Please include a schedule of dates and costs associated with each activity associated with the project. Dates and amounts are necessary in order for the Foundation to plan cash flow. A sample schedule is included at the end of this application to assist you.

**Project Budget Detail:** Please provide an itemized budget of all expenses included in your project. Please be as accurate as possible when presenting costs by researching vendors, prices, etc. A sample budget is included at the end of this application to assist you.

**Project Manager:** Please identify the individual who will serve as the project manager, including name, title, department, mail code, email address and phone number. Please note that this individual will serve as the primary point of contact and is responsible for all matters and details associated with the project. This includes the submission of invoices, receipts, interim and/or final reports, etc.

**Project Addenda:** While not required, you may attach other supporting materials to the application if you feel these items will help explain or justify your project.

**Reminders:**

1. Have you typed your application?
2. Have you thoroughly answered all the questions?
3. Have you included all required signatures?
4. Have you prepared and are you submitting 16 copies?
5. Have you attached all appropriate information to assist the evaluators?
6. Have you included an evaluation of the outcomes from last year’s grant if you received one?

**Signatures:**

 Project Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Department Head \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Appropriate Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Authorization of Matching Funds \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Information:**

1. Matching funds are calculated on a ratio of 1:1, up to $1000. Matching funds in amounts less than 1:1 will be evaluated by the committee.
2. The Foundation will not consider any application requesting a project in excess of $1000.
3. The Foundation will not consider any application to fund individual scholarships. These are funded through other Foundation programs.
4. If funds are included for personnel, the project manager will need to provide a Social Security Number and a W-9 for each person involved in the project to the Foundation Office

**Sample Project Schedule and Budget Detail:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Budget** **Category** | **Foundation** **Funds** | **Matching** **Funds** | **Total** **Project Costs** |
| 11-1-18 | Marketing and promotional materials (flyers, posters, pens, other) | $300 |  | $300 |
| 12-1-18 | Exhibition supplies(wood, hardware, etc.) | $100 | $100 | $200 |
| 1-15-19 | Workshop materials(copying, supplies) | $100 | $200 | $300 |
| 2-15-19 | Guest speaker fee | $250 | $250 | $500 |
| 2-15-19 | Student awards, prizes | $250 | $450 | $700 |
|  | Totals | $1000 | $1000 | $2000 |

**- - - - - - - - Reminder - - - - - - - -**

**Application Deadline is Friday, March 9, 2018 at 12:00pm.**

**Please Return Application to Foundation Office (LAC, O2-200)**