

**L.E.A.G.U.E. Grant Application**

(must be submitted with Budget Worksheet)

Please submit this application in a typewritten format, along with five additional copies, to the LLCC Foundation, Menard Hall, level one, by **5 p.m., Friday, December 5, 2014**. The application deadline will be strictly followed. Handwritten applications will not be accepted.

**Applicant Information**

1. Name
2. Department
3. Phone number

**Project Information**

1. Request/Project Title
2. Amount requested

(please include all postage, handling and installation costs, if appropriate)

**Required Grant Information**

In order to be considered for funding, the following must be addressed in detail. Please attach any necessary supporting documents.

**Section I**

* **Purpose** – Explain the purpose of the intended project.
* **Rationale** – Explain the rationale for the grant request and how funding will assist in addressing a specific need of Lincoln Land Community College.
	+ How will this project benefit students and/or the college community?
	+ Please provide information on activities planned, background, etc.
* **Goals and Objectives** - Describe the project goals and objectives and a plan for meeting these goals.

**Section II**

* **Budget** – All applications must include a detailed project budget including costs, revenue and any additional sources of funding. Bids or quotes with vendor name and item numbers must be attached.

**Section III**

* **Evaluation** – Outline the criteria you will use to determine whether the project has met its goals. Also note any planned follow-up activities.

**Signatures**

I have reviewed this application, including the Budget Worksheet, and by signing, am validating the significance and relevance of this proposal to the educational goals of our department.

For those requesting funds for computer hardware, software or any Information and Telecommunication System (ITS) support (re: installation, internet, etc.), your request requires prior authorization by the college’s Chief Information Officer.

 This request has been authorized by ITS.

 At this time, ITS will not authorize this request.

**Agreement**

Should this proposal be approved, recipients agree to sign a contract and also provide an itemized budget accounting and sales receipts. Purchases must be invoiced and received by June 30, 2015. If you require an extension, the Foundation must receive a request for the extension prior to June 30, 2015. Extensions will only be granted through December 15, 2015. Your completion report will be reviewed by the LLCC Foundation and you may be asked to attend a Foundation Board of Directors meeting to share the details of your project. The Foundation does not automatically renew funding for programs and projects.

**All awards and items purchased through a L.E.A.G.U.E. grant remain the sole property of Lincoln Land Community College. The Foundation is not responsible for any upgrades or replacement of equipment.**

(9/2014)