

**LEAGUE Grant Application**

(Must be submitted with Budget Worksheet)

A total of approximately $10,000 is available from donations to the annual 2017 Faculty and Staff Giving Campaign known as LEAGUE. Please submit this application to be considered for a grant award in a typewritten format. Submit **one** original to the LLCC Foundation, Menard Hall, level one, by **5 p.m., Wednesday, January 31, 2018**. The application deadline will be strictly followed. Keep a copy for your records, Handwritten applications will not be accepted.

**Applicant Information**

1. Name
2. Department
3. Phone number

**Project Information**

1. Request/Project Title (please define acronyms)
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.

**Terms and Conditions**

1. The awarded grant funds must be spent for the specific purpose outlined in your grant application and in this contract.
2. Funds may not be utilized until a signed contract has been received by the Foundation.
3. All requests for purchases or other expenditures must be made through LLCC Purchasing. The Foundation will then facilitate payment through LLCC Purchasing. Reimbursement for purchase of items/services clearly related to the grant program or project will be made only with appropriate documentation (receipts, packing slips, etc.)
4. Purchase requisitions must be submitted by **April 30, 2018**. If you require an extension, the Foundation must receive a request for the extension prior to April 28, 2017. Extensions will only be granted through December 14, 2018.
5. **By August 31, 2018**, you will be required to complete the Grant Completion Report/Evaluation which will be supplied by the LLCC Foundation when the grant is awarded (unless an extension has been granted). You may also be asked to attend an LLCC Foundation Board of Directors’ meeting to share the details of your funded program or project.
6. Any unspent funds remain the property of the LLCC Foundation, regardless of the amount awarded.
7. The Foundation’s support must be publicly acknowledged. By signing this grant application, you agree to acknowledge in all communication (videos, printed materials, presentations, etc.) the following:

“Funding for this \_\_\_\_\_\_ (i.e. program, project or equipment, etc.) is provided by the LLCC Foundation.”

1. The Foundation does not automatically renew funding for programs and projects.
2. All awards and items purchased through a LEAGUE grant remain the sole property of Lincoln Land Community College. The Foundation is not responsible for upgrades or replacement of equipment.

**Signatures**

I have reviewed this application, including the Budget Worksheet and terms and conditions, 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.



**LEAGUE Grant Budget Worksheet**

(must be submitted with Grant Application)

Please submit a detailed project budget including costs, revenue and any additional sources of funding with your grant application. Handwritten budgets will not be accepted.

|  |
| --- |
| Project Name: |
| Vendor | Item | Amount requested from LLCC Foundation | Amount committed by department or other source:\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  | $ | $ |
|  |  | $ | $ |
|  |  | $ | $ |
|  |  | $ | $ |
|  |  | $ | $ |
|  |  | $ | $ |
|  |  | $ | $ |
|  |  | $ | $ |
|  |  | $ | $ |
|  |  | $ | $ |
|  |  | $ | $ |
|  |  | $ | $ |
|  | TOTAL | $ | $ |

|  |
| --- |
| Partial Funding: If only partial funding is possible for this project, what is a minimum amount? Please provide an explanation for any partial funding request. |
|  |
| Future Funding: If you continue this project in the future, how will it be sustained? Please outline your long-term vision and funding plan if applicable. |
|  |
| Keep in mind:1. If you feel elements of your budget require explanation, please do so in a brief narrative on a separate sheet of paper attached to your budget.
2. The budget you submit with your application will be the basis of your financial reporting throughout the grant period, including your final report.
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