

LCCC Foundation Campus Grant Application Instructions

In preparing to apply for an LCCC Foundation Campus Grant, please take a few moments to review the information below. It will be beneficial for you to review these items before you begin completing your online application, as all of these items will be addressed.

PLEASE NOTE: Once you begin the application there is no way to save your information and come back to it later.

Step 1 – Review the information below. These are the questions that will be asked on the online application. After gathering your data, visit www.lorainccc.edu/grants and begin your application.

Step 2 – After completion, review your application. If you need to edit any information you will need to click on the specific section link that you need to make changes under.

Step 3 - Submit your application. After you submit you will see a “reference number” appear on the screen – this is your confirmation number.

Step 4 – Print the PDF version of the completed application that will open on your computer after your submission. A PDF of your submission will also be sent to your e-mail address. Route the printed version to obtain the appropriate signatures.

*Step 5 – Return signed application to Foundation office **by the due date.***

- Primary Applicant Name
- Primary Applicant Division/Department
- Primary Applicant E-mail
- Primary Applicant Campus Extension
- Primary Applicant Alternate Phone
- Co-applicants' Names and Contact Information
- Project Name
- Total Cost of Project
- Total Amount Requested
- Project Purpose and Objectives
- Please indicate how this project will contribute to the accomplishment of the goals and objectives of LCCC as stated in Vision 2015.

- Please indicate the primary cornerstone of the College's vision and mission your project will address (Education, Economic, Cultural, Community Development). You may choose up to two cornerstones.
- Please describe how your project will contribute to the cornerstone(s) that you indicated.
- Project Description. Please identify the activities, procedures, personnel, etc. involved in this project.
- Project Timeline. Please indicate major timelines, including a reference to the date for submission of a final report to the LCCC Foundation.
- If your application involves a request for equipment, have you processed a request for this equipment through the College's Equipment Committee? If yes, what was the outcome? If no, why not?
- Project Budget. Please use the list below to itemize anticipated expenses and to provide a brief description if needed. You may use up to 3 additional line items to accurately reflect your particular budget needs. Be sure to estimate and round to the nearest dollar.
- Do you have any other funding sources on this project? If yes, please explain.
- If funded, specifically how will the funds provided by the LCCC Foundation be applied to your budget?
- If the LCCC Foundation supports only part of your project, will you still be able to implement the project? How will the remaining portion be funded?
- Proprietary Rights. Please state whether the project will generate any form of intellectual property which may be used or marketed outside of Lorain County Community College. (Foundation policy will require an express agreement for the sharing of profits arising from products developed with Foundation financial support.)
- Have you applied for a LCCC Foundation Campus Grant in the past? If so, what was the outcome?
- Please use the space below to provide a summary of your project in 250 words or less. This summary should include the purpose or objective for the project, a brief description, the number of students/constituents to be served, and the total dollars being requested from the LCCC Foundation.

Questions?

Please contact Debbie Richter in the LCCC Foundation Office at extension 7758 or drichter@lorainccc.edu.

THANK YOU AND GOOD LUCK!