

Linn-Benton Community College Foundation Allocation Grants

The LBCC Foundation Board of Trustees provides \$45,000 each year to fund special projects or activities for the college. Faculty or staff may apply for grants up to \$5,000. The allocation grants will not be used to provide for basic M&S budget needs. Allocations are made in accordance with the goals and priorities of the college.

The college currently has 3 priorities for funding and all requests need to fit one of these categories:

I. Teaching Excellence

- Special equipment to maximize learning impact - emphasis on innovation and creativity
- Library resources to support instruction
- Time to meet with local business and industry to develop new training programs
- Summer Internship - Time to work at a local business or industry to update your skills in order to enrich the curriculum within your program

II. Student Enrichment

All projects in this category should have student support and involvement in the planning and coordination and should support the mission and goals of Linn-Benton Community College. The projects should demonstrate an effort to secure partial funding from other sources and must meet either criteria A or B to be considered for funding.

A. Activities or other student enrichment projects must:

1. Be in collaboration with an academic program and give students opportunities for:
 - leadership development;
 - collaborative program planning with partners across the college and/or the community; or
 - development of additional social and cultural programs.
2. Be inclusive and open to multiple groups of students and community members when the funding is for a lecture or an event.
3. Have an element of "newness", "innovation," "creativity," or will generate understanding of culture or "promote responsive citizenship. For a long time successful project, funds may be awarded when there has been a loss of funding due to current economic conditions and college budget cuts.

4. Be endorsed by the Student Programming Board or Associated Student Government. A signed letter of endorsement from Student Life and Leadership must be attached to allocation application.
- B. Enhance the college environment by providing for the acquisition of permanent art.

III. Facility Improvements

- Grants for minor facility improvements that would enhance service areas or instructional facilities for students

Guiding Principles

1. All proposals are funded on a year to year basis. The Foundation's decision to fund a proposal one year does not bind it to continue to grant funding for the program in subsequent years. The same project will not be funded more than three times.
2. Payment for allocation projects will be submitted to the Foundation Office within one year of the date the allocation is granted. The Foundation does not process LBCC purchase orders. If a vendor requires a purchase order number, process a purchase order on your Department account, then cancel purchase order and send invoice to be paid directly by the Foundation. All payments for proposals require an invoice/billing/statement or other paperwork for "backup" information.

The Foundation pays:

- for items that are invoiced
 - reimbursements made to Departments (reimbursements must be made in the same LBCC fiscal year as the original expenditure.)
 - original expenditures made from a department's auxiliary account - reimbursements may be done any time.
 - staff time (the department must pay the staff member from an auxiliary account then submit a request for reimbursement for a total dollar amount at the completion of a project.)
3. Foundation funds may not be used to pay off debt, previously purchased items, or pay directly for salary/payroll type expenditures.
 4. The College Advancement Team will determine which projects are forwarded to the Foundation Board for approval.
 5. A summary report at the completion of the project **must** be submitted to the Foundation Board.

Process for Applying for Project Funding

Applications for funding must be turned into the Executive Director of the Foundation by the deadline listed below. All applications must have the signature of the Director/Dean. The College Advancement Team will review all applications and forward selected projects to the Foundation Executive Committee. Final approval will come from the Foundation Board. The Foundation Board meets in February, April, June, September and November. Funds will be released after the project is approved.

The maximum amount that can be funded is \$5,000 per project. Smaller projects are encouraged because only \$45,000 is available during the current calendar year.

Please use the Proposal Application Form to request these funds and submit a budget outlining anticipated expenses for your project.

Timeline:

Application Deadline	Reviewed by CAT Foundation Executive Committee Votes	Foundation Board Votes on Proposal
December 14, 2007	January 3, 2008	February 7, 2008

**LBCC FOUNDATION
FUNDS ALLOCATION COMMITTEE
PROPOSAL APPLICATION FORM**

Proposal Name:		Date:	
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Submitted by:	
	Name

Phone:		Amount Requested:	
(include shipping and handling, etc.)			

Department:		Division:	
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Division Priority (indicate based on total number of proposals submitted from division):	
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The proposal is a part of the following category (check only one):

	Teaching Excellence
	Student Enrichment (see Criteria)
	Facility Improvements

I understand that if awarded these funds I need to follow all Foundation guidelines and procedures. I also need to write a report on the use of the funds.

Applicant's signature	
Division Dean's signature	

For committee use only.	
___ Funding Approved	___ Funding Denied
Funds Usage Report Received: ___	
Committee Comments: _____	

