THE FOUNDATION
for Mott Community College

Foundation Funding Request

The Foundation for Mott Community College (FMCC) is a charitable organization that exists to acquire and distribute resources to Mott Community College. In order for an MCC employee to request funding for a particular project, the following steps must be completed:

1. The employee wishing to make a request will discuss his/her project idea with his/her immediate supervisor as well as staff from FMCC to determine whether the idea is consistent with Departmental/Division mission, goals and priorities, and is feasible from a funding perspective.
2. The employee will complete this form and return it to his/her Manager who will signify his/her approval of the funding request by signing below.
3. The employee and/or his or her Manager will then secure written authorization from the appropriate Executive Cabinet member, who will also give formal approval for the funding request by signing below.
4. A written narrative outlining the project (project description, rationale, desired outcomes, implementation timeline, and budget) will be submitted by the employee making the request to the FMCC with the completed and signed "Foundation Funding Request" form.
5. A Final Report describing the outcomes of the project and how funds were utilized will be submitted to the FMCC by the employee who requested the funding. The Final Report should be submitted no more than 60 days after the completion of the funded project.
6. A presentation to the FMCC Board about the project may be requested by FMCC staff.

Important Note: Employees interested in pursuing funding for project ideas may engage in informal discussions and brainstorming with FMCC staff. A formal funding proposal, however, will only be considered if it is accompanied by the completed "Foundation Funding Request" form, which includes managerial and Executive Cabinet Member authorization in the form of signatures below.

Please type or print your responses:

Name: _____ Date of Request: _____

Department/Division _____ Phone/Ext._____

Amount Requested: $_____ Cost Center Account Number: _____

Requesting Signature: _____ Date _____

Immediate Supervisor Signature: _____ Date _____

This request meets the approval of the following and is being recommended for consideration.

_____ _____
DIVISION/DEPARTMENT MANAGER SIGNATURE DATE

_____ _____
APPROPRIATE EC MEMBER SIGNATURE DATE

OFFICE USE ONLY

Authorization:

_____ _____
FMCC PRESIDENT SIGNATURE DATE

Please deliver completed form with appropriate signatures and documentation to The Foundation for MCC • 810.762.0425.