



# Monroe Community College Foundation

## IMPACT MICRO GRANTS APPLICATION

Date: \_\_\_\_\_

Requested by: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Department/Office: \_\_\_\_\_

### Application Information

Title of the Request: \_\_\_\_\_

Describe the Need
Please provide a 300 word overview of a process or problem you will address and how your solution will improve efficiency, productivity and excellence in the work of the college. Include the positive impact (outcome) this will have on the work of faculty and staff on behalf of students. Explain other sources of funds for this project, if applicable.

Budget Justification	Total
Impact grants are typically less than \$1,000. Please provide a detailed breakdown of costs within the following categories:	
1. Travel – include cost for mileage, meals, conference fees, and purpose of travel.	
2. Equipment, supplies and materials – provide quantity and unit cost for each item. Please note that equipment is defined as non-consumable items with an acquisition cost more than \$1,000.	
3. Contractual – services by an external vendor, which may include installation costs, consultants, etc.	
<b>Total Budget</b>	

\_\_\_\_\_ I agree to work with the MCC Foundation Office staff in the submission of this request.

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Deadline for application submittal is November 22, 2019.**