



STUDENT GRANTS

The Lansing Community College Foundation is pleased to support students and student groups on our campus with the awarding of **Student Grants**. This opportunity was established to:

- Improve scholarly activities and educational programming
- Stimulate student involvement in innovative educational projects
- Provide funding for unbudgeted projects that benefit both Lansing Community College and its students

In selecting grant recipients the Allocations Committee looks for:

- Creativity
- Benefit to the LCC student/community
- A well constructed and organized action plan
- A project completion date
- Planned Evaluation or synopsis of the project

Who is Eligible

All currently registered students and officers of student organizations are eligible to apply.

Application Guidelines

1. Applicants shall submit only one grant application per academic year.
2. All applicants are required to:
 - a) submit a typed proposal on the LCC Foundation Grant Application form
 - b) obtain requested signatures
 - c) submit at least two letters of project support from an instructor, club advisor, program director, department chairperson or divisional dean or knowledgeable individuals outside the college community if applicable. Letters should support the project in addition to supporting the individual requesting the letter. This should be made clear when requesting the letters.
3. Four grants up to \$500 each will be awarded for student projects that will be reviewed by the Foundation's Allocations Committee and approved by the Foundation Board of Directors. The grants will be applicable to Spring Semester 2009.
4. Possible project ideas: student organization activities, special speakers, student leadership development, campus beautification, etc.

5. ***Applications must be complete and submitted by January 12, 2009.***
Awards will be announced January 30, 2009.
6. All grant recipients are required to submit a final report upon project completion (must be completed by end of Spring Semester 2009). Report forms will be provided. Final reports will be reviewed by the Foundation Allocations Committee.
7. Unused funds must be returned to the Foundation if the project is not completed by the end of Spring Semester 2009.

Submit Applications

Mailing address: LCC Foundation
PO Box 40010, MC 8021 Street Address: 528 North Capitol Avenue
Lansing, MI 48901-7210 Lansing, MI 48933

Applications are available at:

Foundation Office in the Rogers Carrier House
By email: hellwigm@lcc.edu
On the web: <http://www.lcc.edu/foundation/>

For more information, please call the Foundation Office at (517) 483-1985

4. If the proposed project is for a student organization, what percentage of club members will participate in the project? If the proposed project is an individual student project, does this project involve other LCC students or members of the Lansing Community? (15 of 100 points)

5. How will the proposed project benefit the following (be specific): (20 of 100 points)
 - a. Participating students.

 - b. Organization members not involved in the proposed project (student organization).

 - c. All LCC students and the college as a whole.

6. How will the proposed project's benefits be shared with the following: (15 of 100 points)
 - a. Organization members not involved.

 - b. All LCC students and the college as a whole.

7. Attach a detailed budget for your proposed project. (10 of 100 points)
 - A sample budget is included.
 - List all funding sources (including the proposed student grant) and a description of any proposed fundraising activities.
 - Attach documentation of all expenses such as conference fees, hotel and travel costs, tour fees, etc. Be sure to outline any costs which will be paid by the participants.

8. List the names, addresses and affiliations of any other person(s) involved in or sharing responsibility for your proposed project.

9. Attach at least two written letters of project support from an instructor, club advisor, program director, departmental chairperson or divisional dean or endorsements by knowledgeable individuals outside the College, if applicable. Letters should be on letterhead with an original signature. Letters should support the project in addition to supporting the individual requesting the letter. This should be made clear when requesting the letter.

Required Signatures:

Applicant:

_____ (Name) _____ (Date)

Instructor (*required for a student applicant*):

_____ (Name) _____ (Date)

Club Advisor (*required for a student organization*):

_____ (Name) _____ (Date)

Dept. Chairperson or Divisional Dean (*required for a student organization*):

_____ (Name) _____ (Date)

Submit application and supporting documents to:
Lansing Community College Foundation
PO Box 40010, MC 8021
528 North Capitol Avenue
Lansing, MI 48901-7210

Applications must be complete and submitted by January 12, 2009

Project Budget

Example is provided on next page

PROJECT FUNDS:	Dollar Amount
Fundraising	
Donations	
Student Grant	
Other Funds: List Source	
Total Funds (Must equal Total Expenses)	

PROJECT EXPENSES:	Dollar Amount
Materials	
Transportation	
Lodging	
Food/Meals	
Conference Registration	
Seminar Fees	
Other Expenses: Please list	
Total Expenses (Must Equal Total Funds)	

Description of Fund Raising Activities	Proceeds from Activity

Budget Example

TRIP TO SEMINAR FOR 20 CLUB MEMBERS

BUDGET

Project Funds:

Proceeds from Fundraising	\$ 2,100
Donations	100
Student Grant	500
Other Funds (list sources):	
Members attending conference-\$125 each	2500
Total Funds	<hr/> \$ 5,200

Project Expenses:

Transportation	\$ 500
Lodging 150 each for 20 participants	3000
Food 50 each for 20 participants	1000
Materials	500
Conference Registration 500 for group	200
Total Expenses	<hr/> \$ 5200

Description of Fundraising Activities	Proceeds
Sale of wrapping paper	\$ 1000
Bake sales	500
Flower Sales at Valentines Day	300
Candy Sales	300
Total	<hr/> \$ 2100