

Bossier Parish Community College Foundation, Inc. Grant (Funding) Request

The BPCC Foundation is pleased to support the college, its faculty and staff with mini grant awards to help maintain excellence in academic and workforce education. Please note that there is a two-step process in requesting assistance from the Foundation.

Step 1: Grant Request –For approval of funds BEFORE event	Step 2: Check Request: For payment AFTER approved
a. Please follow state guidelines if requesting funding to travel. b. Submit this request and supporting documentation (i.e. trip request, agenda, fees schedule) to respective Senate for review. c. Senate submits request to Foundation at least 30 days before event	a. Attach approved travel request, related event receipts to Foundation Check Request form and forward to Foundation. b. For Pre-payments (i.e. registration/conference fees) <u>please indicate</u> .

(Foundation Check Request Form will be sent to applicant with Award Confirmation notice)

PLEASE NOTE: To allow adequate time for review and processing, please submit request to **Room A-203 at least 30 days prior to event.** All requests for assistance with staff or faculty professional development must be submitted directly to Faculty Senate or Staff Senate Presidents respectfully.

1. Requesting Agent: _____ 2. Department: _____

3. Request Date: _____ 4. Registration Deadline Date: _____

5. Amount: _____ 6. Department Head Approval: _____

7. Project Title: _____

8. Brief description of the project (attach supporting documentation if available):

9. Benefits to BPCC (school; students; faculty; staff or programs):

10. Expected Outcomes:

11. Project Budget (If applicable, please provide line item expenses or attach project budget to this request.)

Item	Expense	Source of Funding

12. FOR FACULTY SENATE OR STAFF SENATE USE ONLY: Amount Approved: \$ _____

Faculty Senate Approved by: _____ Staff Senate Approved by: _____

For BPCC Foundation Use Only:

Funding: APPROVED NOT APPROVED MORE INFORMATION REQUIRED