MCC FOUNDATION
2014 GRANT APPLICATION INSTRUCTIONS

Please Save to your desktop and work from that version of the document!*

Thank you for completing the 2014 MCC Foundation Grant application.

To navigate from question to question, use the **Tab** key. When completing the Budget Items, **Cost Per Item** and **Total Item Cost**, please use the **Enter** key to list all of the items in one column and then use the Tab key to move to the next column. See the example below.

BUDGET DETAILS

Equipment Items

# of Items & Name of Items	Cost Per Item	Total Item Cost
(1) Audience Response System	*$1,200.00*	*$1,200.00*
(20) Remotes	*$30.00*	*$600.00*
		$1,800.00

Equipment Statement: *This equipment int ... ve been testing it for the last 30 days and it works great w ... integrates with standard industry used software, we ... the classrooms and throughout the campuses.*

Select the Enter key after each item. Complete each column then use the Tab key to move to the next column to complete the next list.

After completing the application, select File → Save. Attach this file in an email to Amy C. Lee, Director of Annual Giving and Alumni Relations, leea@middlesex.mass.edu. In the subject of the email, type **Grant Application**. A confirmation email will be sent to you stating that your grant application has been received.

Below is a sample of a completed grant application to use as a reference.

If you have any questions about the application, please contact Amy C. Lee, Director of Annual Giving and Alumni Relations, 781-280-3579; leea@middlesex.mass.edu.

MCC FOUNDATION
2014 Grant Application

PRIMARY CONTACT INFORMATION

First Name: *Gretchen* **Last Name:** *Robinson*
Position: *Database Administrator* **Department:** *Advancement*
Location: *Bedford/Cataldo* **Phone:** *781-280-3544*
MCC Email: *robinsong@middlesex.mass.edu*

GRANT DETAILS

Project Title: *Audience Response System*
Team Members: *Gretchen Robinson/ Dennis Malvers/ Alice Rouse/ Amy Lee/ Meagan Phillips*

1. **What are the goals and objectives of the proposal?** *To provide students and faculty interactive participation technology that can be used in teaching classrooms, presentations with co-workers, board members. This software allows participants to participate in surveys anonymously, classroom discussions, review sessions, quizzes and more.*
2. **What unmet need(s) of the college does the proposal address?** *This system integrates directly with Microsoft Office and would allow instructors and professors to provide another tool to encourage more participation within a group setting.*
3. **Please list a sample of activities planned to accomplish the goals and objectives.** *Faculty members will use this system to conduct anonymous student surveys or to conduct an immediate pre-test of a subject.*
4. **How will you evaluate the success of the grant?** *The success of this software will be based on the number of times the system is checked out and used within the classroom. Faculty/staff who check this out will be asked to submit a brief description of how they will use the system. These descriptions will be recorded in a log to review the variety of uses at the end of the year and to provide examples for new users.*
5. **Annual Fund grants are generally one-time allocations. If this project/purchase requires future funding for sustainability, please indicate how you plan to fund this initiative.** *This is a one time purchase. There is no annual maintenance fee.*

BUDGET DETAILS

Equipment Items

# of Items & Name of Items	Cost Per Item	Total Item Cost
(1) Audience Response System	*$1,200.00*	*$1,200.00*
(20) Remotes	*$30.00*	*$600.00*
	A) Sub-Total Equipment:	***$1,800.00***

Equipment Statement: *This equipment integrates with Microsoft Office Power Point, Word and Excel. We have been testing it for the last 30 days and it works great with Office 2003 and 2007. It is a little more expensive, but becaue it integrates with standard industry used software, we can easily integrate the software into what we are already using in the classrooms and throughout the campuses.*

Supply Items

# of Items & Name of Items	Cost Per Item	Total Item Cost
(40) AA batteries	*$2.00*	*$80.00*
	B) Sub-Total Supply:	***$80.00***

Supply Statement: *The batteries are needed for the individual remotes. Extras are being ordered as back-ups.*

Training Items/Sessions

# of Items & Name of Items	Cost Per Item	Total Item Cost
(1) Installation and System Demonstration	*$500.00*	*$500.00*
	C) Sub-Total Training:	***$500.00***

Training Statement: *One full-day training session will be conducted to show instructors how to implement the product. They will then provide basic training classes to new users throughout the year.*

Guest Speaker etc. Items

# of Items & Name of Items	Cost Per Item	Total Item Cost
(1) Instructor from ABC College	*$400.00*	*$400.00*
	D) Sub-Total Guest Speaker:	***$400.00***

Guest Speaker etc. Statement: *Mrs. Smith from ABC College will be coming to demonstrate how the system is being used at their campus. She will also be addressing some innovative methods for implementing the software in classroom and board presentations.*

Other Items

# of Items & Name of Items	Cost Per Item	Total Item Cost
(5) 3-ring binders	*$3.00*	*$15.00*
	E) Sub-Total Other:	***$15.00***

Other Statement: *Each participant in the initial training will need a binder to hold user guide and additional materials during training.*

Total Grant Request:	***$2,795.00***

Approval: ☒ Yes, I have obtained prior approvals from my department chair, division dean and division vice-president before submitting this grant application.