Submitting an Online Application for Use of HACC Foundation Non-Scholarship Funds
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About the Process

1. With the approval of the primary and secondary supervisor, campus executive business director or the vice present of finance (for employees at collegewide locations), a college employee may request funds for an appropriate project from a HACC Foundation non-scholarship fund by submitting an online **Application for Use of HACC Foundation Non-Scholarship Funds**.

2. To request funds from a non-scholarship fund within the HACC Foundation, the employee must submit an online application. The application will be routed to the appropriate personnel for approval and processing, according to the information entered on the application.

3. The following schedule will apply for all applications submitted to the HACC Foundation Allocations Committee:

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Application Process Opens</th>
<th>Application Deadline (Application Process Closes)</th>
<th>Allocations Committee Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Sept. 11, 2019</td>
<td>Oct. 8, 2019 by 11:59 p.m.</td>
<td>Nov. 12, 2019 at 9 a.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><em>Note: Funding may be delayed due to the holidays</em></td>
</tr>
<tr>
<td>3.</td>
<td>March 18, 2020</td>
<td>April 15, 2020 by 11:59 p.m.</td>
<td>May 20, 2020 at 9 a.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><em>Note: To meet end-of-fiscal-year deadline of June 30, funds awarded will not be available until after July 12, 2020.</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><em>Note: Funding may be delayed due to the holidays</em></td>
</tr>
</tbody>
</table>

4. Please note that budget information for approved applications will be provided *approximately* three weeks from the date of the HACC Foundation Allocations Committee meeting. For exceptions related to the May and November cycles, please see the matrix available on page one.
5. Note that your application is considered to be complete when all fields of the application have been completed, a budget or proposal has been attached, it has been submitted and all HACC staff approvals received. If all HACC staff approvals are not received by this deadline, the application is incomplete and thus will be declined. **Approval submitted via email will not be accepted.**

6. Applications received on or before the deadline will be reviewed by the Allocations Committee members on the date of the Allocations Committee meeting. If you submit an application, please be sure to mark this date and time on your calendar since you (or a representative for the project) may need to attend the committee meeting to present the application and answer any questions the members may have. Applicants invited to present will be notified by email of the time they need to appear before the committee. If you are not notified by email, you do not need to present to the committee.

7. Pursuant to HACC Foundation Resolution #52.5, approved March 20, 2012, the purpose of the HACC Foundation Allocations Committee is to review applications for funding over $20,000 in support of, among other things, HACC’s programs, facilities, academics, capital purchases, equipment and debt service, from existing HACC Foundation non-scholarship funds. The chair of this committee shall have the discretion to review applications seeking less than $20,000 in funding, in conjunction with the vice president of college advancement.

8. Projects/purchases can be for (a) academic support; (b) capital support/improvement; (c) debt service (requires business/fundraising plan); (d) equipment; (e) facilities support; (f) program support; and (g) other.

9. Requests to reimburse expenses incurred prior to submitting the application will **not** be approved. Applicants must receive approval to spend money from a HACC Foundation non-scholarship fund **prior** to incurring this debt.

10. Fund balances will be shared with the donors who established the funds and/or the donors’ designees. Colleagues are welcome to ask if there is enough money in the fund to support their projects by emailing foundationboard@hacc.edu. However, we will not share fund balances with them.
Instructions to Complete Application

1. Access and read the “Online instructions-Application Use of Non-Scholarship Funds” on myHACC.
2. Open and use your internet browser. If you have trouble saving or submitting your application, please try a different internet browser.
3. Access the application and the list of non-scholarship funds on myHACC.
4. Click on the link to the “Application for use of HACC Foundation Non-Scholarship Funds.”
6. Insert the user name and password you use to access the Microsoft Network.
7. Click “Login.”
8. Click “Apply” to begin completing the application

![Application for Use of HACC Foundation Non-Scholarship Funds]

If you are applying for the use of HACC Foundation endowment funds for the first time, use the button to the right. If you have already begun the process of applying, or have completed the application, your application should be listed below. Get instructions on using this form here!

Please see this notice (pdf) regarding approved funding from the HACC Foundation.

9. Complete the online application. Be sure to click “save and continue.” The online form will time out after three hours.

![Save and Continue...]

This page will time-out in 20 minutes and 32 seconds.
10. Continue completing the application. Do not leave any fields blank.

Important! A timeout is only prevented by server activity. You must click 'Save' before the page times-out to prevent the loss of information.

Please note that all fields must be filled out for final submission unless noted otherwise. You may save the form and return to it later if you do not have all of the information available to you now. See instructions on using this form here.

Last saved: 05/27/2018, 09:27 AM By: alclerm

Primary Applicant Contact Information

First name: Amanda
Last name: Clerm
Banner User ID: aclerm
Email ID: aclerm@hacc.edu
Title: HACC Foundation Operations Coordinator

Alternate Contact

First name: Mike
Last name: Wagner
Banner User ID: mwagner@hacc.edu
Email ID: mwagner@hacc.edu
Telephone (include area code): 717.736.4186

Telephone (include area code): 717.736.2940

Alternate Contact

Is this for use in credit or non-credit? (Click all that apply)
- Credit
- Non-Credit

If other, please specify: (Optional)

At which campus will the equipment be used?: Hanover

Please provide other instructions about this request if necessary and specify the tactics you are referencing.

N.A.

Explain the project's specific goal(s) and objective(s).

To acquire new vehicles with current technologies to use in our automotive labs for instruction purposes.

Measurable outcome: Jasmine

By fall 2017, a minimum of 30 students will begin to assess, diagnose and repair navigation systems, audio/visual systems, automatic ride control systems, engine control systems and drivetrain systems that are currently used by automotive manufacturers as required by Federal emissions and Federal safety standards. There is a need for alternatively fueled vehicles in the forms of Ethanol/Diesel, and electric powered vehicles, refrigerant systems and tools needed to test them. The students will perform specific tasks with regard to the operation and repair of these systems. This will be verified by the instructor during the specific labs for the courses.
11. Identify the non-scholarship fund from which funds are requested. Please keep in mind that collegewide funds can be used for projects that support two or more campuses. Campus-specific funds can only be used to fund projects and initiatives that impact the campus identified in column two of the HACC Foundation Non-Scholarship matrix. Please click the link in the online application to review the list of HACC Foundation non-scholarship funds. If there are questions about the specific requirements or criteria for any fund or if you need help determining which fund is appropriate for your project, contact the HACC Foundation operations coordinator at FoundationBoard@hacc.edu or by phone at 717-780-2583.

| Target population: |
| Evaluation strategy: |

**Financial Information**

Amount requested: $0.00  
Identify endowment from which you are requesting funds:  
*Contact foundationboard@hacc.edu with questions.*

Have bids or quotes been obtained in compliance with purchasing/procurement policies?  
If you considered leasing for equipment-related requests?  
If yes, what are the terms?  

Did you seek authorization from the HACC colleague who is authorized to apply for these funds?  

Who will be entering the charges for payment?  
Who is the supervisor of the person entering the charges for payment?  

**Budget Proposal** (Please include specific expenses, items to be purchased, etc.):  
- You must submit a written price quote from the vendor from whom the purchase is being made or a document containing a breakdown of your budget.  
- Remember to follow all purchasing/procurement procedures.  
- Prices must be guaranteed for three months.

Enter numbers only in the fields that apply:

$0.00  
- Staff personal salary - Any compensation to current HACC employees or funds to hire a new position.

$0.00  
- fringe benefits - All taxes and insurance benefits, including FICA. The minimum cost as a percentage of salary for part-time, casual and students is 7.65% and full-time is 50%.

$0.00  
- Services (non-HACC employees and outside consultants) - Funds paid for services rendered by a non-HACC employee or company.

$0.00  
- Equipment (including shipping) - The cost of items that are expected to retain their original shape and use for at least one year, regardless of cost.

12. Receive approval to spend money from a HACC Foundation fund prior to incurring this debt. Requests to reimburse expenses incurred prior to submitting the application will not be approved.
13. If you are not included in the column “Colleagues Authorized to Request Funding” in the HACC Foundation Non-Scholarship Funds matrix, please request approval from an authorized colleague. Please ensure you upload a PDF of the email that grants this approval.

14. Enter the correct names, Banner User ID and email addresses for supervisors, deans and other employees that will be prompted by an automatic email to review and approve the application. An error in this information will prevent the approver from reviewing and approving your application. Please note that your primary supervisor should be your administrative professional-level supervisor. Your secondary supervisor should be your primary supervisor’s immediate supervisor. For questions related to your supervisor, please email askHR@hacc.edu.

15. Note that if your primary supervisor is Dr. Ski, his name should be filled in as both the primary supervisor and campus dean or secondary supervisor. Please use “jjsygiel” for both his Banner ID and email.
16. **Note that if your primary supervisor is a member of Cabinet**, Dr. Ski should be listed as your secondary supervisor. **Please use “jjsygiel” for both his Banner ID and email**

17. Click “Check and Save.”

18. Include a separate budget proposal using the “Upload File” button containing the following applicable information:

- Applications requesting funding to purchase equipment or services should include an estimate from a vendor from whom the purchase is being considered. **If the application is approved, you must follow all purchasing/procurement procedures per SGP 200 Procurement and Contracts Policy and SGP 200 Procurement and Contracts Handbook.**

- Applications for a conference/seminar should include a breakdown of all fees. **If the application is approved, you must follow all purchasing/procurement procedures per SGP 200 Procurement and Contracts Policy and SGP 200 Procurement and Contracts Handbook.**

- All applications must include a separate document containing a budget proposal. **If the document is not submitted, the application will not be considered for approval.**

19. Click “Continue to review and finalize” after uploading your budget proposal section of the online application. If a required field is left blank, you will be unable to submit your application. **If you upload your budget information without clicking “Check and SAVE my information,” the data you entered will be deleted.**
Instructions to Approve Applications

1. Open the automatic email that is sent to the applicant after submitting the application for approval. An automatic email will also be sent to those employees identified in the Approval Process section (primary supervisor, campus academic dean or secondary supervisor, campus executive business director or vice president of finance).

If you are approving an application, please be sure to check your “junk” email. We have learned that, occasionally, the email messages sent to prompt colleagues to review the applications go to junk mail boxes.

2. Click the link in the email to begin the review and approval process.

3. Login by inserting the user name and password you use to access your Microsoft Network.

4. Click “Login.”

5. Click on the link to the application to review the online application.
6. Approve the application as both the primary supervisor and campus academic dean or secondary supervisor if you serve in both roles. Your name will appear twice under the “Status” and “Approval Process” (see diagram above and below). If you are not the appropriate supervisor, please click “Disapprove” so the applicant can correct the information. Applications received with the wrong approval will not be considered.

7. Click the appropriate button to approve or disapprove the application if your name is listed in the Approval Process. If you are an approver and choose to disapprove the application, you can provide additional information in the “Notes” section explaining why you disapproved the application.
Next Steps if the HACC Foundation Allocations Committee Approves Application

1. You will need to complete the post-application tasks emailed to you by the HACC Foundation operations coordinator. Please note that alternate contacts will not be included on the email. If you want your alternate contact looped in, you are responsible for doing so.

2. Budget information for approved applications will be provided approximately three weeks from the date of the HACC Foundation Allocations Committee meeting. For exceptions related to the May and November cycles, please see the matrix available on page one. Please work with HACC’s Procurement Business Services Department and within the College’s purchasing policies and guidelines to determine the next steps in spending your funding.
   a. You are required to follow all College procurement procedures, including approval by the HACC Board of Trustees for purchases over the current College threshold.
   b. If funds are used to pay honoraria, the Request for Payment of Honorarium Policy must be followed, and the Request for Payment of Honorarium Form (and additional documents outlined in the Request for Payment of Honorarium Handbook) must be submitted to the Office of Human Resources.

3. If you would like to make changes to the line items of your approved budget, please email Linnie Carter and FoundationBoard@hacc.edu with the changes and rationale. Please note that you are unable to request increases to your overall budget.

4. The expectation is that all funds allocated will be spent within 12 months from the date of the award email. Your application must include a “project end date.” If all funds are not spent within this time period, an extension must be requested, in writing to FoundationBoard@hacc.edu and should state the reason for the extension and the timeline for spending the remaining funds.

5. Funds awarded in the second quarter of the year – usually in May – will not be available until after July 12 (next fiscal year).

6. Any materials that are produced as a result of this funded project must include this statement: “This initiative was generously funded by the HACC Foundation. Content announcing your funded project should also include this statement, including news releases, emails to internal and external audiences and articles submitted for College publications.

7. You must enter a requisition for a project approved for funding in SciQuest – not Banner. Only grant-funded projects should be entered in Banner.

8. You will be required to submit a final report within 30 days of the date your project is completed. If you change roles at HACC prior to the project’s completion, you will still be responsible for ensuring the final report is submitted. Failure to do so will result in future requests for funding being denied. If you are including people in the photos you submit with your final report, please ensure they complete the Permission for Photography, Quotes and Videography form.
### Communicating About HACC Foundation Non-Scholarship Funding Requests

If you have questions after you receive the budgetary information for your approved project, please see the below matrix to determine the correct contact.

<table>
<thead>
<tr>
<th>Email Address</th>
<th>Purpose of Email Account</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:Acctspayable@hacc.edu">Acctspayable@hacc.edu</a></td>
<td>To communicate about invoice-related questions and approver/receiver-related questions</td>
</tr>
<tr>
<td><a href="mailto:AskHR@hacc.edu">AskHR@hacc.edu</a></td>
<td>To communicate about completing EPAFs for new or existing employees; paying honoraria; and calculating salaries and fringe benefits for new or existing positions</td>
</tr>
<tr>
<td><a href="mailto:Bookstore@hacc.edu">Bookstore@hacc.edu</a></td>
<td>To communicate about purchases made through the bookstore with HACC Foundation funds</td>
</tr>
<tr>
<td><a href="mailto:Finance@hacc.edu">Finance@hacc.edu</a></td>
<td>To communicate about journal vouchers for transfers between budgets</td>
</tr>
<tr>
<td><a href="mailto:FoundationBoard@hacc.edu">FoundationBoard@hacc.edu</a></td>
<td>To communicate about questions related to the remaining balance of your projects, request deadline extensions, change the line item budgets of your projects and request information on project closure dates</td>
</tr>
<tr>
<td><a href="mailto:Payroll@hacc.edu">Payroll@hacc.edu</a></td>
<td>To communicate about timesheets and payroll overages to the HACC Foundation</td>
</tr>
<tr>
<td><a href="mailto:Procurement@hacc.edu">Procurement@hacc.edu</a></td>
<td>To communicate about College purchasing guidelines</td>
</tr>
<tr>
<td><a href="mailto:PurchasingCard@hacc.edu">PurchasingCard@hacc.edu</a></td>
<td>To communicate about appropriate uses of a HACC-issued purchase card</td>
</tr>
</tbody>
</table>
Additional Tips and Suggestions

Tips and suggestions for completing the application:

- Allow plenty of time to apply for funding
- Submit your application early to allow time for all supervisors and other employees to review it and approve before the deadline. *Approval submitted via email will not be accepted.*
- Explain what will happen if your department does not receive this funding
- Email foundationboard@hacc.edu to determine if the fund balance is able to support the balance of your project
- Email askHR@hacc.edu if you have questions related to your supervisor
- Upload with the application the required documentation to support the budget proposal in the application
- Uploaded documents should be in PDF or Microsoft Word format. Do not upload Outlook messages that include a PDF document.
- Ensure the documentation totals the amount shown on the budget or explain why the two do not match
- Match the proposed project to the criteria in the memo of understanding for the fund (this information is provided on the list of non-scholarship funds available on myHACC)
- Match funding request to one or more strategic goals of the College
- Write in complete sentences
- Demonstrate your subject-matter expertise but avoid jargon
- Work collaboratively with your colleagues for feedback
- Make sure you’ve covered the five Ws: who, what, where, when and why

Tips for presenting to the Allocations Committee:

- Introduce yourself – who you are, your position and how long you have worked at the College
- State your purpose for making the presentation
- Demonstrate your subject-matter expertise but avoid jargon
- Prepare and follow an executive summary that outlines your proposal
- Note how your application matches the criteria in the selected fund’s memo of understanding
- Note how your application matches one or more strategic goals of the College
- Ask whether anyone has questions
- Answer questions as completely as possible
- Ask whether you have answered the question to the committee’s satisfaction
- Thank everyone for their time