



**Submitting an Online Application for Use of HACC Foundation Non-Scholarship Funds**

Last Modified: Feb. 17, 2021

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### About the Process

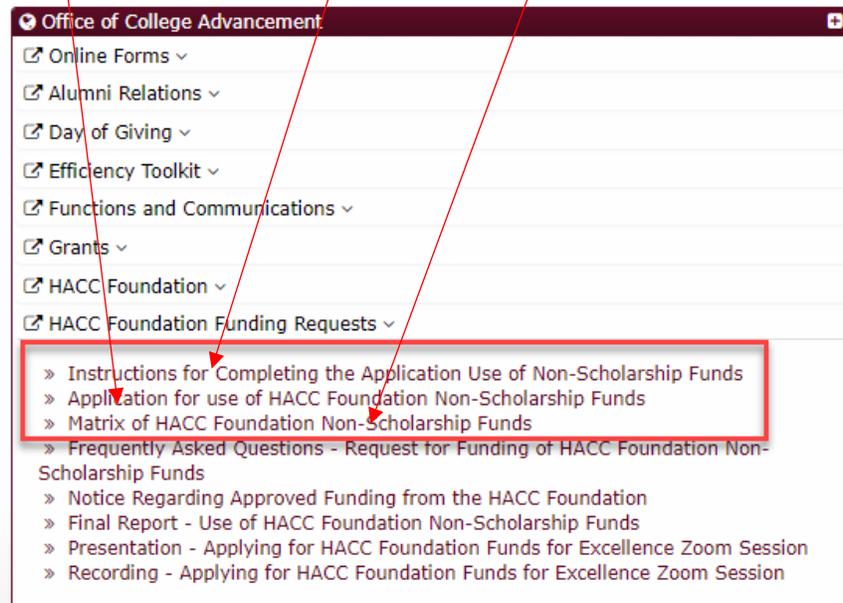
1. With the approval of the primary and secondary supervisor, campus executive business director or the vice present of finance (for employees at collegewide locations), a college employee may request funds for an appropriate project from a HACC Foundation non-scholarship fund by submitting an online [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 in the application.
3. The following schedule will apply for all applications submitted to the HACC Foundation Allocations Committee:

Quarter	Application Process Opens	Application Deadline (Application Process Closes)	Allocations Committee Meeting
1.	Dec. 17, 2020	Jan. 13, 2021 by 11:59 p.m.	Feb. 11, 2021 at 9 a.m.
2.	Feb. 15, 2021	March 12, 2021 by 11:59 p.m.	April 8, 2021 at 9 a.m.
3.	April 13, 2021	May 6, 2021 by 11:59 p.m.	June 10, 2021 at 9 a.m. <i>Note: To meet end-of-fiscal-year deadline of June 30, funds awarded will not be available until after July 12, 2021.</i>
4.	June 15, 2021	July 8, 2021 by 11:59 p.m.	Aug. 5, 2021 at 9 a.m.
5.	Aug. 10, 2021	Sep. 3, 2021 by 11:59 p.m.	Oct. 7, 2021 at 9 a.m.
6.	Oct. 12, 2021	Nov. 4, 2021 by 11:59 p.m.	Dec. 9, 2021 at 9 a.m. <i>Note: Funding may be delayed due to the holidays</i>

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 June and December cycles, please see the matrix above.
5. Please note that the HACC Foundation will not approve applications requesting funds for an in-person conference or training while HACC campuses are closed due to the pandemic.
6. 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.***
7. 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 via Zoom 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 present to the committee and the Zoom meeting instructions. ***If you are not notified by email, you do not need to present to the committee.***
8. 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.
9. 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.
10. 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.
11. 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](mailto: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**.”
5. Access this document at <http://apps.hacc.edu/ocaApps/Foundation/login.cfm>.
6. Insert the user name and password you use to access the Microsoft Network.
7. Click “**Login**.”

**HACC Foundation** Application for Use of HACC Foundation Non-Scholarship Funds

User Name: alciemm

Password: [masked]

Login

To access this online application, please use your HACC Microsoft network login credentials.

Please note that the online application may have changed since the last time you submitted an application. Please read the [online instructions](#) (pdf) thoroughly.

By accessing this system, you agree to comply with the HACC Computer Use Policy as described below.

[HACC Computer Use Policy](#) (pdf)

- Click “**Apply**” to begin completing the application. *As you complete your application, please remember to define all acronyms the first time they appear in your application. For example, if your department is Communications, Humanities and Arts, please type Communications, Humanities and Arts (CHA) on the first usage. If the club is Phi Theta Kappa, please type Phi Theta Kappa (PTK) on the first usage.*

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

10. Continue completing the application. Do not leave any fields blank.

### Application for Use of HACC Foundation Endowment Funds

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Exit without saving      This page will time-out in 174 minutes and 44 seconds.      Logout

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Awaiting Approvals    Change Status

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

[Get instructions on using this form here!](#) (pdf)

Last save: 01/22/2020, 01:54 PM By: tarichwi

#### Primary Applicant Contact Information

First name:  Last name:   
Banner User ID:   
Email ID: @hacc.edu Title:   
Telephone (include area code):  (xxx-xxx-xxxx)

Alternate Contact  
First name:  Last name:   
Banner User ID:   
Email ID: @hacc.edu  
Telephone (include area code):  (xxx-xxx-xxxx)

#### Project Information

Project Title:   
Department:  Name of academic program:   
Proposed start date for purchase/project: 0 ▾ | 0 ▾ | 0 ▾ Expected completion date: 0 ▾ | 0 ▾ | 0 ▾

Please check the appropriate project category: (Click all that apply)

- Academic Support
- Capital Support/Improvement
- Debt Service
- Facilities Support
- Program Support
- Other

If other, please specify:  (Optional)

Which campus will your project or initiative impact?  Is this for use in credit or non-credit?:(Click all that apply)  
 Credit  Non-Credit

Save

#### Description and Strategy

Describe project or purchase with a statement of needs.

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

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

Measurable outcome: [\(Example\)](#)

Alternate contacts will not be included on the email trail sent from [foundationboard@hacc.edu](mailto:foundationboard@hacc.edu). If the alternate contact should be included, it is the responsibility of the primary applicant to loop the alternate contact in.

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](mailto:FoundationBoard@hacc.edu) or by phone at 717-780-2583.

Target population:

Evaluation strategy:

Save

**Financial Information**

Amount requested: \$  (Should match 'Total amount needed' below.)

Identify endowment from which you are requesting funds:  (Click [here](#) to see list of funds.\*)

(\* - Contact [foundationboard@hacc.edu](mailto:foundationboard@hacc.edu) with questions)

Have bids or quotes been obtained in compliance with purchasing/procurement policies?  Yes  No

Have you considered leasing for equipment-related requests?  Yes  No

If yes, what are the terms?

Remember to upload documents indicating your approval

Did you seek authorization from the HACC colleague who is authorized to apply for these funds?  Yes  No

If yes, please upload the documentation under "Supporting Documentation."

If your request involves a new position, did you work with the Office of Human Resources (OHR) to determine the appropriate budget?  Yes  No

If yes, please upload the documentation OHR provided.

Who will be entering the charges for payment?

First name:  Last name:  Banner User ID:  Email ID:  @hacc.edu

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

First name:  Last name:  Banner User ID:  Email ID:  @hacc.edu

Remember to upload documents to substantiate the budget proposal. Without this, the application will be disapproved.

**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. **(Use the upload button at the bottom of this application to attach your information.)**
- You must follow all purchasing/procurement procedures.
- Pricing must be guaranteed for three months.

Enter numbers only in the fields that apply.

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

\$  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%.

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

\$  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](mailto:askHR@hacc.edu).***

Materials (including shipping) - Any materials used in the promotion, advancement or facilitation of the project.  
 Supplies (including shipping) - The cost of items that are consumable.  
 Travel - Funds use for conference or non-conference travel. Please include a breakdown of registration, hotel, airfare, mileage, meals, etc.  
 Prizes/Gifts - Items purchased for the purpose of giving them away.  
 Other - Examples include printing and advertising, (please specify: \_\_\_\_\_ )

**Total amount needed (You must click 'Save' to update this total.)**  
 Revenue expected to be generated

[Save](#)

**Approval Process**

**Primary administrative professional-level supervisor (required)**  
 First name:  Last name:  Banner User ID:  Email ID: @hacc.edu

**Secondary administrative professional-level supervisor (required)**  
 First name:  Last name:  Banner User ID:  Email ID: @hacc.edu

Identify one (required):  
**Business director (for campuses) or vice president of finance (for collegewide)**  
 First name:  Last name:  Banner User ID:  Email: @hacc.edu

[Save](#)

**Notes**

Notes:

**Administrative Notes/Memos**

Notes:

[Save Admin Notes](#)

Please check and SAVE your information before continuing!

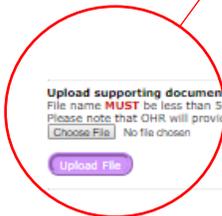
[Check and SAVE my information](#)

\*\*Note you must SAVE your application prior to uploading the supporting documentation.\*\*

**Upload supporting documents here:**  
 File name **MUST** be less than 50 characters in length.  
 Please note that OHR will provide you with the job description and salary details needed for your request.  
 No file chosen

Click this button only when all data is entered: [Continue to review and finalize](#)

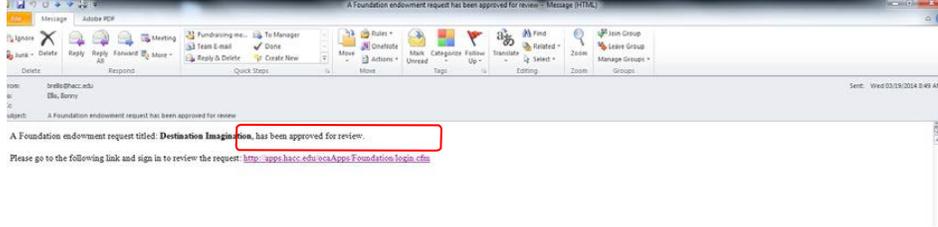
Click here to upload documents to substantiate the budget proposal section below. Note that you must SAVE your application prior to uploading your documentation.



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. Please note that the HACC Foundation will not approve applications requesting funds for an in-person conference or training while HACC campuses are closed due to the pandemic.
20. 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.**

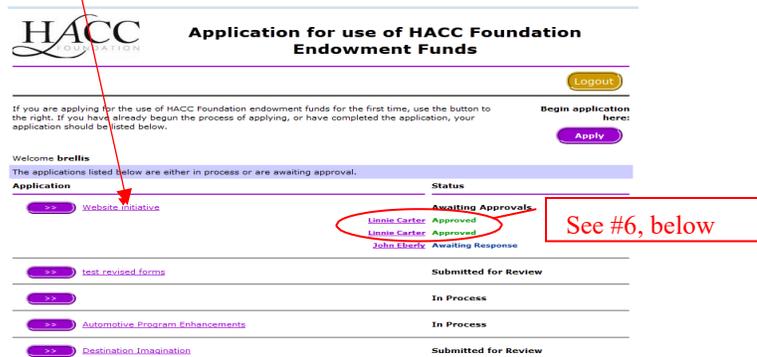
2. Click the link in the email to begin the review and approval process.
3. Login by inserting the user name and password you use to access your Microsoft Network.



To login to this online application, you need to use your Microsoft Network Login Credentials (Active Directory / Email-Outlook).  
By accessing this system you agree to comply with the HACC Computer Use Policy as described below.

[HACC Computer Use Policy](#)

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.

**Approval Process**

**Primary supervisor (required)**  
First name:  Last name:  Banner User ID:  Email ID:

**Campus academic dean or secondary supervisor (required)**  
First name:  Last name:  Banner User ID:  Email ID:

Identify one (required):

**Campus executive business director (for employees located at the campuses)**  
First name:  Last name:  Banner User ID:  Email:

**Vice president of finance's signature (for employment at central locations)**  
First name:  Last name:  Banner User ID:  Email: @hacc.edu

**Notes**

Notes:

## 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 June and December 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](mailto: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](mailto: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, including the necessary signatures from the approvers listed on your application. 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](#).
9. Reply "Done" to the budgetary email to confirm your final report has been submitted and all signatures have been received.

## 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.

<b>Email Address</b>	<b>Purpose of Email Account</b>
<a href="mailto:Acctspayable@hacc.edu">Acctspayable@hacc.edu</a>	To communicate about invoice-related questions and approver/receiver-related questions
<a href="mailto:AskHR@hacc.edu">AskHR@hacc.edu</a>	To communicate about completing EPAFs for new or existing employees; paying honoraria; and calculating salaries and fringe benefits for new or existing positions
<a href="mailto:Bookstore@hacc.edu">Bookstore@hacc.edu</a>	To communicate about purchases made through the bookstore with HACC Foundation funds
<a href="mailto:Finance@hacc.edu">Finance@hacc.edu</a>	To communicate about journal vouchers for transfers between budgets
<a href="mailto:FoundationBoard@hacc.edu">FoundationBoard@hacc.edu</a>	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
<a href="mailto:Payroll@hacc.edu">Payroll@hacc.edu</a>	To communicate about timesheets and payroll overages to the HACC Foundation
<a href="mailto:Procurement@hacc.edu">Procurement@hacc.edu</a>	To communicate about College purchasing guidelines
<a href="mailto:PurchasingCard@hacc.edu">PurchasingCard@hacc.edu</a>	To communicate about appropriate uses of a HACC-issued purchase card

## Additional Tips and Suggestions

### **Tips and suggestions for completing the application:**

1. Allow plenty of time to apply for funding
2. Write in complete sentences
3. Demonstrate your subject-matter expertise but avoid jargon, including acronyms that have not been explained
4. 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.*
5. Explain what will happen if your department does not receive this funding
6. Email [foundationboard@hacc.edu](mailto:foundationboard@hacc.edu) with the balance of your project and ask if the fund balance is able to support the balance of your project
7. Email [askHR@hacc.edu](mailto:askHR@hacc.edu) if you have questions related to your primary or secondary supervisor
8. Upload the required documentation to support the budget proposal using the **Submit** button in the application
  - o Ensure uploaded documents are in PDF or Microsoft Word format. Do not upload Outlook messages that include a PDF document.
  - o Ensure the documentation totals the amount shown on the budget or explain why the two do not match
9. Match the proposed project purpose for the fund (this information is provided in the purpose column on the [matrix](#) of non-scholarship funds available on myHACC)
10. Match the funding request to one or more strategic goals of the College
11. Work collaboratively with your colleagues for feedback
12. Make sure you've covered the five Ws: who, what, where, when and why

### **Tips for presenting to the Allocations Committee via Zoom:**

1. Introduce yourself – who you are, your position and how long you have worked at the College
2. State your purpose for making the presentation
3. Demonstrate your subject-matter expertise but avoid jargon, including acronyms that have not been explained
4. Prepare and follow an executive summary that outlines your proposal
5. Note how your application matches the criteria in the selected fund's purpose (this information is provided in the purpose column on the [matrix](#) of non-scholarship funds available on myHACC)
6. Note how your application matches one or more strategic goals of the College
7. Ask whether anyone has questions
8. Answer questions as completely as possible
9. Ask whether you have answered the question to the committee's satisfaction
10. Thank everyone for their time
11. Mute your device when you are not talking