

Louisiana Delta Community College Foundation, Inc.

Funding Request

The LDCC Foundation is pleased to support the college, its faculty and staff with funding 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: Funding Request-For approval of funds BEFORE event a. Please follow state guidelines if requesting funding to travel. b. Submit this request and supporting documentation (i.e. trip request, agenda, fees schedule) for review. c. Please submit request to Foundation at least 30 days before event	Step 2: Check Request: For a payment AFTER approved 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> .
PLEASE NOTE: To allow adequate time for review and processing, please submit request to Missy Amy, Office of Institutional Advancement at melisaamy@LaDelta.edu at least 30 days prior to event.	

Requesting Agent: _____ **Department:** _____

Request Date: _____ **Registration Deadline Date:** _____

Amount: _____ **Department Head Approval:** _____

Project Title: _____

Brief Description of the Project: (attach supporting documentation if available)

Benefits to LDCC: (school; students; faculty; staff or programs)

Expected Outcomes:

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

Item	Expense	Source of Funding

LDCC Foundation Use only: Amount Approved: \$ _____

Funding: _____ APPROVED _____ NOT APPROVED _____ MORE INFORMATION REQUIRED

CHANCELLOR

DIRECTOR

Date: _____