

# Planning & Budgeting

## Apply for Funding

Requests can be for:

- **One-time cost(s)** Examples: purchase of equipment, a project with a clear start and end date, etc.
- **Perpetual cost(s)** Examples: a permanent position, annual software licensing and maintenance costs, etc.

There are two types of funds to apply for at the College:

1. Supplemental
2. Operational

Here's how to decide which funding source is appropriate for a request .

- **Request Supplemental funding if:**

- Requesting funding for permanent positions (faculty, classified, or exempt). All new positions need to go through the Planning & Budgeting process, even if the work being done is operational.
- The request is for a change in process, technology or a new idea that will benefit a program or department and aligns with the goals and objectives of the strategic plan.
- Remember all requests must align with the College's Strategic Plan, and have clear, obtainable and measurable outcomes.
- Requests need to have clearly defined return on investment (ROI) or benefit to the College, either financial or otherwise.

- **Request Operational funding if:**

- Requests for things that fit the "Lights on, doors open" (LODO) definition include a need to increase funding for key operational function for a department that keeps our college operating. Examples include:
  1. An increase in the cost of something required (like armored car service).
  2. A state or federal mandate that is increasing processing time or required reporting to remain compliant.
  3. Upgrades or maintenance to software or equipment.