



Office of the President INNOVATION MINI-GRANTS APPLICATION

2017 APPLICATION INSTRUCTIONS

“The overarching focus for Berkeley City College, 2016-2021, is to achieve equity and to eliminate the education gap in student access (participation), learning, completion, and success with exemplary programs.” (BCCMP 2015-2020 5-Year Update, p. 4)

“BCC has made it a priority to expand its partnerships with local and global education systems, community organizations, and business and industry, to provide students with multiple pathways to success.” (BCCMP 2015-2020 5-Year Update, p. 26)

For the 2017-2018 academic year, the President’s Office will award up to \$30,000 to projects that support BCC’s EMP goals (with a maximum of \$4,000 for each project). To be considered for funding, please complete the following **Innovation Mini-Grant Application** and submit it via email to rtomaneng@peralta.edu by the specified deadline date (or once completed). Please note that acknowledgment from the Department Chair/Supervisor and Dean is required prior to submission in the form of e-signature(s).

Please contact Dr. Tomaneng for any questions regarding the application process.

APPLICATION DEADLINES:

- **August 25, 2017 (REVIEW FOR FALL 2017 & SPRING 2018 PROECTS)**
- **November 17, 2017 (REVIEW FOR SPRING 2018 PROJECTS)**

Name of Program or Department, if Applicable:	
Name of Project:	
Submission Date:	
Expected Project Completion Date:	
Primary Contact: (Name, e-mail and phone #)	
Secondary Contact: (Name, e-mail and phone #)	

Campus Collaborators/Partners: (Please listed confirmed as well as potential partners)	
Is this project a BCC Educational Master Plan related project?	Yes No Please explain:
Funding Category: Circle at least one of the categories: <ol style="list-style-type: none"> 1. Increasing Access/Outreach 2. Student Equity Related Activities & Events 3. Co-Curricular & Service Learning 4. Professional Development 5. Community Partnerships <p>*Research needs: We are currently hiring both a Permanent Dean of Research (50%) and a College Research Analyst.</p>	Examples of Eligible Expenditures and Activities: <ol style="list-style-type: none"> 1. Outreach to potential student groups and communities identified in the equity plan, including targeted publications and outreach materials. 2. Interdisciplinary Collaborations that increase faculty, staff, and student engagement in cross-cultural dialogue. 3. Culturally Responsive and Equity-based professional development series that increases faculty and staff connection and effectiveness in the classroom and service areas. 4. Community Collaborations with External Partners to increase student access to career resources, including internships.
Examples of Ineligible Expenditures and Activities: <ol style="list-style-type: none"> 1. Computers—purchasing computers or furniture (desks, chairs, bookcases, etc.) is not allowed. 2. Clothing--funds cannot be used to purchase clothing such as jackets, sweatshirts, or tee shirts 3. Gifts—funds cannot be used to purchase gifts. 	
1. Briefly describe the project or activity you want funded. Include purpose and objectives or learning outcomes. How is does your project support one or more of the funding categories above?	
2. Who will be impacted by your project or activity?	

3. How will you know if you achieved your project outcomes? How will you determine success (i.e., What is your assessment strategy)?

4. Describe the timeline of your project or activity from start to finish or planning to assessment (for assessment support, please contact the research office).

5. What departments, programs, offices and/or organizations does the project or activity involve? What does this collaboration look like throughout all phases of the project or activity (i.e., Who do you intend to work with or partner with on campus and in what ways)?

6. Are there elements of your project/activity that can be sustained over time? If so, how do you plan to keep this project going?

7. Provide a budget breakdown of costs of the project and include the following categories: Coordination, Materials and Supplies, Events/Workshops, Speakers, etc. (MAXIMUM FUNDING REQUEST IS \$4,000. No more than 25% of your overall budget may be spent on food).

Description	Amount
<u>Total:</u>	

All expenses must post by May 15, 2018

e-SIGNATURES

Acknowledgement from the Department Chair/Program Coordinator and the Dean is requested prior to submission. Please provide the names of the authorizing individuals below as well as the date approval was granted.

Proposer/Applicant Signature Date

Dean Signature Date

Department Chair/
Program Coordinator Signature Date