



## 2020 Innovation Mini-Grant Application

<b>Applicant:</b>	
<b>Division/Dept. Name:</b>	
<b>Project Name:</b>	
<b>Project Overview</b>	What is your project & how is the project innovative?

**Student Impact**

The main focus of the Innovation Award funds is to positively impact student learning and success. Please describe how your project will:

- Improve one or more Student Learning Outcomes (SLOs)
- Increase student engagement and/or success
- Reduce the amount of time for a student to complete a Certificate, Associates Degree or Bachelor's Degree
- Document measurable results (consult with the Research Office)

**Collaboration**

Mini-grant projects often involve collaboration between multiple divisions/departments and/or outside entities (K-12, CSU/UC, or community partnerships). Please:

- List any internal and/or external collaborative partners
- Confirm that the partners are aware of the project and what their role in implementation will be

**Future Possibilities**

The Shasta College mini-grants initiative provides the testing ground for innovative ideas to determine successful outcomes that may be used on a broader scale. Please discuss if the project is:

- Replicable (easily shared with other campus programs)
- Scalable
- Cost-Effective (e.g., through number of students served; through District efficiencies increasing service to students; or if scaling up will prove cost-effective)

## Logistics

The mini-grant cycle—to include planning, implementation, and evaluation—is a maximum of 18 months (Fall-Spring-Fall), and all funding sources should be considered. Please confirm that:

- The project phases can be completed within an 18-month cycle
- No other funding sources are available for the project
- A Budget Proposal form has been completed and is attached.

**In addition, it is recommend that proposals including I.T. or Physical Plant related needs are reviewed with those departments prior to submission as those items may change the project timeline.**

**Signatures are required prior to submitting the application to the Office of Grant Development.**

*Laura Bleeker*

Signature of Applicant

02 March 2020

Date

*Jennifer Skelly*

Dean or Supervisor's Signature

02 March 2020

Date

Rev. 10/23/18

## 2020 Approved Innovation Mini-Grant Budget Worksheet

<b>Project #:</b>		<b>PROJECT NAME:</b>		<b>Dept.</b>		
BUDGET ITEM		QUANTITY & DESCRIPTION	BUDGET	EXPENSES 7/1/20-6/30/21	EXPENSES 7/1/21-6/30/22	BALANCE
<b>EMPLOYEE COSTS</b>						
<b>Faculty Professional Expert \$50/hr</b> <i>None STRS applicable work. Object Code: 233000</i>						
<b>Faculty Stipend</b> <i>STRS applicable work. Object Code: 140000</i>						
<b>Temporary Employee</b> <i>Non-Bargained Classified Work. Object Code: 233000</i>						
<b>Student Worker</b> <i>Object Code: 237000</i>						
<b>ESTIMATED BENEFIT COSTS</b> <i>are automatically calculated using the percentages listed below</i>						
<i>Faculty Professional Expert</i> total multiplied by		10.41%	Estimated Benefits Total Cost			
<i>Faculty Stipend</i> total multiplied by		21.31%	Estimated Benefits Total Cost			
<i>Temporary Employee</i> total multiplied by		10.41%	Estimated Benefits Total Cost			
<i>Student Worker</i> total multiplied by		1.76%	Estimated Benefits Total Cost			
<b>SUPPLIES</b> Examples: Bookstore Vouchers, Textbooks, Event Refreshments, Testing Materials, and SWAG & Shipping, etc. Object Code: 439900						
<b>EQUIPMENT (\$0-4999.99 Not Tagged)</b> (refer to the Business Office "Fixed Asset (Equipment) Purchases" for information). Object Code: 640000						
<b>EQUIPMENT (\$5000 or greater Tagged)</b> (refer to the Business Office "Fixed Asset (Equipment) Purchases" for information). Object Code: 649000						
<b>POSTAGE /ADVERTISING</b> Use for postage costs to mailing post-cards or flyers or place a newspaper or radio ad. Object codes: 508000/590400						
<b>PRINTING</b> Use for all printing related items, such as posters, flyers & brochures. Object Code: 590500						
<b>SERVICE FEES/OTHER CHARGES</b> Use for all contracted work such as speakers, trainers and installation services. Also includes facilities rentals. Object Code: 530000/573000						
<b>SOFTWARE</b> All software related licenses and purchases. Object Code: 578000						
<b>TRAVEL</b> All staff & student travel related expenses. Object Code: 511000						
<b>Note: The "Balance" column and "Totals" auto-calculate</b>			<b>TOTALS</b>			