

**College of San Mateo
Institutional Planning and Budget Committee
New Initiatives Proposal Guidelines**

Instructions:

Introduction to proposal composition and the review process..... Needs to address questions posed in the three components: Overview, Narrative, and Workplan...

- Due in early Fall
- 5-7 pages, plus workplan
- Summary evaluation reports due twice a year(?)

Part One: Overview

Type of project. Indicate all that apply:

- | | |
|-------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Exploratory Project | <input type="checkbox"/> "Scale up" of Pilot |
| <input type="checkbox"/> Start-up or Pilot | <input type="checkbox"/> Institutionalization of Pilot |
| <input type="checkbox"/> "Adopt/adapt" project based on established model program (e.g. Puente) | <input type="checkbox"/> Collaboration or partnership |

Abstract. Provide a one-paragraph summary that serves as an introductory overview. Address the "6 Ws": who, what, where, when, why, and with what (How? Or How much?)

Part Two: Narrative

Description of Project: What does the project propose to do? Describe the project's goals and their expected measurable outcomes. How will the project meet its goals? What are the strategies or methodologies and activities you propose?

Other questions to be addressed:

- Who are the departments/services/programs as well as lead faculty, staff, administrators, and students who will implement the project?
- Where will the project be established? Describe, as appropriate, facilities' use and needs and/or use of off-campus or community sites.
- When will activities be conducted? Indicate whether you anticipate that the proposed project will encompass only one year or may be a multi-year initiative. Also indicate timeline for activities in attached workplan.

Target Population: Who will benefit from this proposed initiative? Faculty, staff, students or a combination of them? Address desired measurable outcomes for target population (e.g. 50 students will be trained as tutors in first year.).

Rationale: Why should the college undertake this initiative?

- What is its rationale? What need does it meet or problem does it help solve?
- How does it address *Institutional Priorities* (and their objectives), the college Mission, or other college and district strategic plans? Provide evidence that illustrates this need from the *Educational Master Plan*, its *2012 Update*, institutional research, or other information.

- Is there evidence from other similar models that this approach will be successful? If applicable, describe the internal and/or collaborations or partnerships anticipated through this project.

Project Evaluation: How will you evaluate the project's success in meeting its goals?

- What assessment tools or methodologies will you use?

Budget Rationale and Funding Plan: Provide budget detail.

- Provide a rationale to illustrate how budget items are explicitly linked to the strategies you propose.
- Have you sought other funding? Will this require matching funds or serve as a match for other funding sources. If the project is successful, how do you anticipate it can be financially sustained?

Part Three: Workplan:

The action plan. See attached.

Excerpt From IPBC Meeting, 11/1/2013

Principles of Good Practice: Non-profit foundations and public agencies who provide grants to educational or other non-profits typically expect proposals to address the "6 Ws." These questions are the basic elements in information-gathering disciplines such as journalism and research because they establish the necessary facts needed for evaluation:

- Who?
- What?
- Where?
- When?
- Why?
- With what? (How? How Much?)

Who: Who are the lead faculty, staff, and administrators? Who is the target population for the proposed program? Faculty, staff, students or a combination of them? Address desired measurable outcomes for target population (e.g. 50 students will be trained as tutors in first yr.).

What: What does the program propose to do? Describe the project's goals and their expected measurable outcomes. What evidence will you use to indicate you have met your goals? In other words, how will you assess success? Also see attached workplan.

Where: Where will the project be established? Describe, as appropriate, facilities' needs.

When: When will activities be conducted? Indicate whether you anticipate that the proposed project will encompass only one year or may be a multi-year initiative. Indicate timeline for activities in attached workplan.

Why: Why do this? What is the rationale for the proposed initiative and what need does it meet? How does it address *Institutional Priorities* (and their objectives), the college Mission, or other college and district strategic plans? Provide evidence that illustrates this need from the *Educational Master Plan, its 2012 Update*, institutional research, or other data and information.

With What/How: How will the project meet its goals? What are the strategies or methodologies and activities you propose? Also see attached workplan.

With What/How Much: Provide budget detail; provide a rationale for how budget items are explicitly linked to the strategies you propose.

