



CALL FOR PROPOSALS

I.D.E.A. Grants

(Innovation, Development & Enrichment of Academics)

Addendum #1

Deadlines

1. Notification of Grant to San Jose City College Faculty and Staff

November 1, 2011

2. Opening date to begin accepting IDEA grant proposals

10:00 a.m. December 15, 2011

3. Closing date to submit IDEA grant proposals

~~5:00 p.m. January 18, 2011~~ **February 17, 2012**

4. Announcement of Award Recipients

~~January 27, 2011 at Professional Development Day~~ **March 9, 2012**

5. Grant progress report

~~5:00 p.m. March 30, 2011~~ **April 20, 2012**

6. Final documents for grant and grant findings (which includes final papers)

5:00 p.m. June 1, 2011 No Change

7. 2-3 grant proposals will be chosen to present at Fall Semester 2012 PDD, all other will present findings at staff development workshops throughout year.

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Overview

San Jose City College believes in encouraging creativity and innovation to address the myriad challenges we face as a college community working to achieve student success. In the current economic climate, the College understands that resources are scarce and yet our changing college demographics demand that we continue to evolve and improve our strategies to meet the unique needs of our college constituents.

SJCC is introducing I.D.E.A. (Innovation, Development & Enrichment of Academics) grants to the college community for the 2011-12 academic year. This grant will be awarded annually and is designed to encourage faculty and staff to be innovative thinkers and to explore new ideas that can help move the College forward in meeting its strategic goals. Proposals can cover one of the institution's goals as outlined in the 2011 Accreditation Follow-Up Report on C.1.23 or the Strategic Planning Performance Indicators as outlined on C.1.6 of the reports compiled list of supporting documents.

The I.D.E.A. grants funding is generated by revenues from rental services the College provides during the course of the year; therefore, resource levels are subject to change from year to year. Initially, only one proposal per SJCC employee will be considered in the initial round of proposals of the I.D.E.A. grants. However, if funding allocated for the grants are not fully awarded, the College reserves the right to award a second round of proposals sometime in Spring Semester 2012.

Deadlines

1. Notification of Grant to San Jose City College Faculty and Staff

November 6, 2011

2. Opening date to begin accepting I.D.E.A. grant proposals

December 15, 2011 after 10:00 a.m.

3. Closing date and time to submit I.D.E.A. grant proposals

January 18, 2011 by 5:00 p.m.

4. Announcement of Award Recipients

January 27, 2011 at Professional Development Day

5. Grant progress report

March 30, 2011 by 5:00 p.m.

6. Final documents for grant and grant findings (which includes final papers)

June 1, 2011 by 5:00 p.m.

7. 2-3 grant proposals will be chosen to present at Fall Semester 2012 PDD, all other will present findings at staff development workshops throughout year.

Required Subject Matter for Proposals

All grant proposals must show how the funding will be used to address one of the following criteria.

Strategic Goals

1. **Student Success-**
Regularly evaluate all academic programs and student services and determine how well they promote student services and specifically how they will be improved to increase student retention rates and to close existing achievement gaps.
2. **Partnerships-**
Support educational, health, environmental, cultural, and economic development of the San Jose community through the expansion and documented effectiveness of community partnerships ventures and college outreach programs.
3. **Cultural Competence-**
Support District values of access, equity, and social justice by promoting appreciation for and understanding of diverse races and cultures, including the expansion of the diversity of college personnel and cross cultural curricula as well as the increased participation and ethnic and cultural events and international student enrollment.
4. **Campus Safety-**
Promote and maintain an accessible, clean, safe, healthy campus environment through continuous engagement of students in college personnel and emergency preparedness, campus safety, environmental sustainability and stewardship of resources.
5. **Resource Development-**
Improve the capacity of the college to increase the margin of academic excellence and student success through additional grants development, scholarship and corporate partnerships.

Strategic Planning Performance Indicators

1. **Access-** Percentage of students from diverse backgrounds who apply/enroll.
2. **Retention-** Percentage of students who complete a semester.

3. Persistence- Percentage of students who complete a semester and enroll in subsequent semesters.
4. Success- Percentage of students who successful complete a course; percentage of students who obtain a degree/certificate of job in their field of study.

Mission of the College

The mission of San José City College is to affect social justice by providing open and equitable access to quality education and programs that both challenge and prepare individuals for successful careers and active participation in a diverse, global society. To fulfill our commitment to student learning and to assist students of all ages and backgrounds in achieving their educational, employment, and life-long learning goals, we offer the following:

- two-year college degrees and certificates
- lower-division transfer and General Education courses
- basic skills and English as a Second Language instruction
 - career and technology training

Vision of the College

Inspiring Success...One Student at a Time

Guidelines

1. Proposals shall not exceed 500 words in length to demonstrate the ability of the project to meet the needs of the items outlined as requirements above. As part of your proposal a budget worksheet, attachment A, shall be attached as well. **Both forms must be submitted for consideration for grant approval.**
2. The initial round of funding for FY2012 will be a maximum \$25,000 with increments that range from \$250 -\$1500; other increments of funding may be allowed with unanimous approval of the advisory group along with approval from the President of the College.
3. Applying for and/or receiving the funding for this grant **will not be considered release time for your current position, no stipends will be authorized** and the activities of your proposal should happen beyond your current work hours and duties for the institution.
4. An advisory group shall be appointed by the President to review and allocate funding for grant proposals in the following manner:

2 Full time faculty members from FA (1 position to be filled by and chaired by Celia Cruz)
2 CSEA members
2 MSCC members
5. All grant awards will be managed by the Office of Business Services within the Division of Administrative Services. As such, no dollars or checks will be written directly to award recipient unless the expenditure is less than \$50.00 and is for reimbursable dollars for travel or minor expenses for your project. All payments to vendors must be submitted using the current purchasing process and or accounts payable process currently in use by Business Services at SJCC and the District Office.
6. Failure to follow purchasing guidelines for the District or Business Services will result in the termination of your grant funding. Failure to follow these guidelines will also jeopardize any future funding proposed by the employee in question.
7. All grants that are awarded must adhere to the deadlines as documented on page 2.
8. SJCC will disperse funds with the understanding that the college receives appropriate credit. Appropriate credit will be in any future publication of any finished product as a result of the funding the employee receives for their specific project.

Budget Worksheet

Travel Expenses (mileage/food/lodging etc.)				Total Costs
Airline Travel	# Travelers	# Round Trips	Estimated Cost Per Trip	
			\$ -	\$0.00
				\$0.00
Lodging	# Travelers	# Days Lodging	Estimated Cost Per Day	
			\$ -	\$0.00
				\$0.00
				\$0.00
Meals	# Travelers	# Days Travel	Per Diem rate	
			\$ -	\$0.00
				\$0.00
				\$0.00
Local Travel (Mileage)	# Travelers	# Days Travel	Mileage Rate	
	-			\$0.00
				\$0.00
				\$0.00
Car Rental	# Travelers	# Days Travel	Estimated Daily Rate	
			\$ -	\$0.00
				\$0.00
				\$0.00
Total Travel				\$0.00

Software Costs				Total Costs
Itemize			Estimated Cost	
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

				\$0.00
Total Software Costs				\$0.00

Materials & Supplies (Office supplies, copying, postage, etc.)				Total Costs
Itemize			Estimated Cost	
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total Materials & Supplies Costs				\$0.00

Publications & Printing				Total Costs
Itemize			Estimated Cost	
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total Publications & Printing Costs				\$0.00

Other (Telecommunications, subscriptions, etc.)				Total Costs
Itemize			Estimated Cost	
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total Other Costs				\$0.00

Grand Total Operating Cost

\$0.00

I.D.E.A. Grant Evaluation Criteria Rubric

Evaluation Criteria	Description	Yes (1)	No (0)	Comments
Level of Innovation	Proposed project presents a level of innovation			
Significant Impact	Proposed project will demonstrate how it will have a significant impact in one of the 4 criteria listed.			
Systematic and Sustainable	Proposed project is a well planned, systematic, and sustainable project.			
Useful & Cost Effective	Proposed project is useful and cost effective.			
Quality of Proposal	The proposal follows the guidelines established.			
	Totals			

