

College Completion Innovation Grants are awarded to support current Achieving the Dream community colleges in Michigan that have identified interventions through data collection and analysis that support student success. Funds should be used to scale and institutionalize these interventions. Subject to the availability of funds, up to 6 College Completion Innovation Grants may be awarded in the Fall of 2011. Grants will be awarded for a 3-year timeframe with stair-step funding that decreases in amount while increasing in required match. Please review this Request of Proposals in its entirety before beginning to complete it.

ELIGIBILITY

To be eligible for the College Completion Innovation Grant, the following requirements must be met:

1. The applicant community college must have been officially designated an Achieving the Dream institution during Phase 1. Those colleges that were designated during Phase 2 (2010) may be eligible for the College Completion Innovation Grant in future years.
2. The applicant community college must have an established Local College Access Network (LCAN) in its region. The college must work with the LCAN and include a letter of support from the LCAN as part of this proposal. Please refer to Appendix A for a list of LCANs.
3. The applicant community college must have identified at least one research-supported student success intervention that it would like to scale up and institutionalize.
4. The applicant community college must match MCAN’s grant dollars with the required match increasing through year 3. Please refer to the chart below.
5. The applicant community college is required to send at least two representatives to the Michigan College Access Network annual conference. This is typically held in the Spring of each year. Dates will be communicated to grantees in time to make necessary arrangements.

Grant Year:	MCAN Grant Funds:	Required College Match*:
2011-2012	\$75,000	\$25,000
2012-2013	\$50,000	\$50,000
2013-2014	\$25,000	\$75,000

*Match funds can be cash, in-kind or a mixture of both. No federal funds can be used for the required match.

For more information, contact Brandy Johnson, Director of Michigan College Access Network, at brandy@micollegeaccess.org.

PART 1 – APPLICANT INFORMATION

Community College Name: _____

Address: _____

City: _____, Michigan Zip: _____

Project Contact Person: _____ Title: _____

Phone: _____ Fax: _____

e-Mail: _____ Total Project Budget: _____

Name of Local College Access Network: _____

Year joined Achieving the Dream: _____ Number of Students (FTE): _____

President's Name: _____

President's Signature: _____

Please attach a separate document addressing the following sections.

PART 2 – ACHIEVING THE DREAM OVERVIEW

Please limit your response to Part 2 to 2 double-spaced pages.

1. Please list the people and/or departments working on the Achieving the Dream strategies at the college.
2. Please describe the college's involvement with Achieving the Dream since inception including the goals the college has determined for the initiative.
3. Please describe the data that the college has begun to collect or collected differently and its analysis.

PART 3 – STUDENT SUCCESS INTERVENTION

The goal of the College Completion Innovation Grant is for Achieving the Dream institutions to choose one research-proven student success intervention to bring to scale and/or institutionalize. For Part 3 of your grant application, please choose one successful intervention and answer the questions below. Please refer to questions 10 and 11 from your Achieving the Dream Annual Report from April 30, 2011. You are encouraged to use language taken directly from your report, if appropriate. Please limit your response to Part 3 to four (4) double-spaced pages.

1. Please describe the successful intervention that the college has chosen to scale and/or institutionalized through the Achieving the Dream initiative.
2. How will this intervention increase the number of students enrolling in the college that are academically prepared to enter credit-bearing courses – or – how will this intervention increase the retention rate for enrolled students at the college?

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3. How will this intervention directly increase the number of students earning a credential or associate's degree and/or the number of students transferring to a 4-year institution? Please reference support for the Michigan College Access Network's goal of 60% college attainment by 2025.
4. Please provide the information from the chart in question 10a of the Achieving the Dream Annual Report for your selected intervention only.
5. Please describe the data collection and analysis that indicated that the intervention is successful and should be scaled and institutionalized.
6. Briefly describe any substantial changes you propose to make to the selected intervention if applicable. (From question 10h of the Achieving the Dream Annual Report)
7. Please describe the process for scaling-up this intervention using the College Completion Innovation Grant including the expected percentage of the student body that will be affected.
8. How will the college engage the Local College Access Network (LCAN) in the College Completion Innovation Grant project? This is a requirement of the College Completion Innovation Grant. *A letter of support from the LCAN must be included in the proposal. Colleges that do not have an LCAN are not eligible for this grant award. Please contact the Michigan College Access Network to learn about starting an LCAN in your region.*

PART 4 – EVALUATION AND REPORTING

Please limit your response to Part 4 to 2 double-spaced pages.

1. Please describe how the college will evaluate success of the scale-up/institutionalization of the identified strategy. What will indicate that the strategy has been scaled-up/institutionalized?
2. How will the college utilize data to implement ongoing evaluation of the process?
3. How will the college share successes internally (administration, faculty, students) and externally (local community, MCAN, higher education community)?

As part of grant requirements, colleges are expected to produce a final report including benchmarks and progress toward goals, as well as tracking information such as number of students served, types of services offered, information on student achievement, etc. MCAN may also request interim reports to monitor progress and ensure continued eligibility for the program.

PART 5 – FINANCES

Please limit your response to Part 5 to 2 double-spaced pages or a 2-page spreadsheet.

1. Please include a budget that explains how you will spend all grant and match funds.
2. Please include a budget narrative that describes the amounts listed in the budget. Include formulas when available.
3. Please indicate the source of the match funds. If coming from an internal college source, please indicate the department(s) that will be providing the funds and how the project is related to that department(s). How does the Achieving the Dream initiative and the College Completion Innovation grant fit into the college's broader strategy for student success? Please reference the resources devoted to this broader strategy.

For more information, contact Brandy Johnson, Director of Michigan College Access Network, at brandy@micollegeaccess.org.

CHECKLIST

Prior to submission, please ensure your proposal includes all of the following:

1. Part 1 – Applicant Information (Colleges may recreate this form if necessary) – 1 Page Maximum
2. Part 2 – Achieving the Dream Overview – 2 Page Maximum
3. Part 3 – Student Success Strategy – 4 Page Maximum
4. Part 4 – Evaluation and Reporting – 2 Page Maximum
5. Part 5 – Finances – 2 Page Maximum
6. Attachment – Required Letter of support from the college’s local LCAN – 1 Page Maximum

Your complete proposal **should not exceed 12 double-spaced pages** including the required attachment.

PROPOSAL SUBMISSION

1. First, submit the Intent to Apply coversheet via email or fax by May 1, 2011.
2. Submit entire grant proposal with LCAN letter of support via email by June 1, 2011.

<u>Application Deadline:</u>	<u>Due Date (5:00 PM EST):</u>
Intent to Apply Coversheet	May 1, 2011
Proposal Submission	June 1, 2011
Award Notification	By July 15, 2011
Funds Dispersed	By August 15, 2011

Please e-Mail your finalized grant proposal to Brandy Johnson at brandy@micollegeaccess.org by the due date above. Applicants are encouraged to create a single PDF document with all grant materials, although not required.

In addition, please mail one paper copy to:

Brandy Johnson
Michigan College Access Network
222 N. Chestnut, Suite 200
Lansing, MI 48933

MCAN staff is available to help colleges through the application process including discussion of proposal content. Please contact Brandy Johnson at brandy@micollegeaccess.org or 517-316-1713.

For more information, contact Brandy Johnson, Director of Michigan College Access Network, at brandy@micollegeaccess.org.