



# CCS Foundation GUIDELINES FOR CCS FOUNDATION PROPOSALS

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The purpose of all funded projects is to make a significant difference in student learning. Projects supported by the foundation will ensure academic excellence in instructional programs.

The process for formal approval of applications is as follows:

- All applications will be submitted to the appropriate department chair.
- Please send a copy of all funding applications to Gail Stevenson, the executive director of CCS Foundation.
- The department chair will review each application and, if appropriate, take the proposal to the Council of Chairs. The Council will begin the prioritization process for foundation funding.
- The Council of Chairs sends prioritized requests to the deans who approve/disapprove or modify prioritized requests.
- The deans' recommendations are sent to the Vice President's Council and CDRS for final approval.

The application for foundation-funded projects should include the application form, as well as a Statement of Need, Project Statement, Impact Statement, and Budget Statement.

## STATEMENT OF NEED

The Statement of Need is the most critical piece of the proposal. It should answer the following questions clearly and concisely:

1. What is the problem being addressed?
2. Why is our institution (your department) the best place to address it?
3. Why are you sending this proposal? Can you make any special appeal to a particular source of funding?

## PROJECT STATEMENT

The Project Statement provides a description of the methodologies and approaches used to produce answers. It should include:

1. A description of the project;
2. who will be responsible for its administration; and
3. a timeline and plan for accomplishment.

## IMPACT STATEMENT

The Impact Statement describes what will have changed when the project is complete. Typical questions addressed by the Impact Statement are:

1. How will the college community or the community at large change due to this project?
2. How many students, faculty, administrators, businesses or others will be positively affected by this project?

Be specific, and describe outcomes in terms that are measurable. This should include a plan for **evaluation**. How will you gauge your success?

## BUDGET STATEMENT

Develop a detailed line-item budget. The budget is long on numbers and short on verbiage, but critical to program success. Be prepared to justify each line item. Offer rationale if the importance of the item is not clear.

## CONCLUSION

The best way to start is with a basic outline and add to it. The more information you can provide the better the proposal. If you need help, call the foundation office at 434-5123. We will be happy to assist you.