Chaffey College

MacKenzie Scott Gift – Student Support Fund Application Outline

Purpose: This application is used to apply for funding through the MacKenzie Scott Gift. To be considered, proposals must align with one or more of the **Board Parameters.** Awards will be based on projects that most closely align with the majority of these parameters which must include significant impact, equity-minded outcomes and feasible implementation.

Board Parameters – Project <u>must align</u> with one or more of the following:
- Provides the greatest impact on the greatest number of students
- Promotes equitable student outcomes
- Enhances but does not duplicate existing student resources
- Accelerates completion
- Accelerates transfer
- Accelerates employment in living wage positions

Funding Expectations:
- Funding will be awarded consistent with the Evaluation Rubric
- Only allowable expenses will be approved
- A college employee must be designated as the project lead
- The project lead must submit bi-annual reports summarizing project outcomes

Submit the ONLINE APPLICATION by October 31, 2025.

Each question below has a limit of 1,500 characters unless otherwise noted.

SECTION 1: Project Overview

1. **Project Lead Information**
   Please identify College Employee Name, Department, Email, and Phone Number
2. **Project Title**
3. **Scope of Project** *(2,000 characters)*
   Describe the project in detail. What will it provide to students? How will students benefit?
4. **Timeline**
   Can this project be completed in one-year or will it be ongoing? If ongoing, provide a timeline and describe the need for the projected timeline.
5. **Is this an expansion of an existing program?**
   If yes, please name the program and describe how it is currently offered and funded.

SECTION 2: Project Plan

1. **Project Objectives**
   Clearly outline the objectives to be achieved in alignment with the Board Parameters.

2. **Key Deliverables**
   List major milestones to be achieved along the timeline. Include details that the project team would utilize to track progress within the timeline.
3. **Staffing Needs**
   Do you require new staffing or reassignment of current staff? If so, explain.
   If current staff is recruited will they be volunteers or paid on an overtime basis?
4. **Space Needs**
   Will this project require dedicated space, furniture or storage? If so, explain.

SECTION 3: Budget Overview

1. **Personnel Requests**
   List the number of positions being requested, the classification of those positions, and amount needed to support those positions.
2. **Supplies and Services Requests**
   Identify the amount needed to purchase any equipment, food, services, software, supplies, travel, or other needs of the project. List items and quantities as applicable.
3. **Budget Narrative and Total Cost of Ownership (TCO)** *(2,000 characters)*
   When will the items identified above be purchased along the timeline provided? Where will the items be stored/housed once purchased? What is the life cycle of any assets purchased?

SECTION 4: Alignment with Board Parameters

1. **Greatest Impact**
   How does the project serve the largest number of students or a significantly underserved population? What is the approximate reach and percentage of students impacted?
2. **Equity Focus**
   How does the project promote equitable student outcomes, particularly for historically underrepresented groups?
3. **Resource Enhancement**
   How does this project enhance and not duplicate existing services or resources?
4. **Completion Outcomes**
   How will this project support or accelerate certificate, milestone, or degree completion?
5. **Transfer or Employment Outcomes**
   How will the project support timely transfer or job placement in a living-wage career?
6. **Explain Feasibility**
   What factors will enable the successful implementation of this project?

SECTION 5: Evaluation

1. **Evaluation Plan**
   How will the success of the project be measured?
2. **Measurable Outcomes**
   What data will you collect (e.g., surveys, completion rates, transfer data)? How will you assess success?
3. **An option to submit up to five (5) additional pages of information not currently covered in the sections above.**