



Strong WorkForce

Application for Funding Request

Note: Investments cannot supplant projects that have previously been funded by the district.

Section I- Project and Applicant Information

1. Name of project. *The title should be unique and summarize the plan at a glance.*
2. Name of applicant
3. Name of faculty member/manager responsible for managing this project
4. Name(s) of all assisting with this project
5. Note any departments, programs or staff whose work might be impacted by this project.

Section II- Project Details and Plan Rationale

1. Describe this project and the project outcomes:
2. Describe how this project will:
 - a) Advance one or more of COM's Strategic Plan Objectives
 - b) Advance one or more of the CCCC's Vision for Success Strategies (see Attachment 1)
 - c) Increase the **number of quality COM CE courses**, programs, and pathways that lead to successful workforce outcomes.
 - d) Increase the **number of students** in quality Career Education courses, programs, and pathways that will achieve successful workforce outcomes.
3. How many students do you anticipate will be impacted by this project? Please explain.
4. How many students impacted by this project do you anticipate will receive employment in their associated field of study?
5. Was this project vetted through the program's Industry Advisory Committee? If so, please describe the feedback.
6. Describe the primary goal of this project in the form of a newspaper headline.

Section III- Project Plan

1. Chart the project plan, including the following five (5) parts: a plan objective, how you will measure success, activities involved, persons involved, completion date. See example in Appendix 2.
2. How will this project plan be maintained or sustained after the grant period?

Section IV- Proposed Budget

List a summary of **each expenditure type** that indicates how funds will be utilized to accomplish the plan objectives.

1000 – Faculty stipend for program development (\$74/hour)

1. Budget Item Title
2. Brief Description of Expenditure
3. Amount (include an addition of 30% to stipends accounting for benefits per person)

4000 – Instructional and other supplies

1. Budget Item Title
2. Brief Description of Expenditure
3. Amount (include any tax and delivery costs)

5000 – Travel, professional development, contract services

1. Budget Item Title
2. Brief Description of Expenditure
3. Amount (include hotel, travel and any event ticket cost)

6000 – Equipment

1. Budget Item Title
2. Brief Description of Expenditure
3. Amount (include any tax and delivery costs)

PROJECT TOTAL COST: \$

Section IV- Additional Documentation and Signatures

Documentation: Program advisory committees are a required component of state-approved CTE programs. Attach the copy of your program’s most recent advisory committee meeting minutes.

Department Approval and Applicant Commitment

Ask your department chair to review and provide his/her signature signifying the endorsement of your project to be considered by the Strong Workforce Advisory Committee. (Required)

Chair/Dean Signature: _____ Date: _____

By submitting you are making a commitment to working with the CTE/Workforce department to execute the proposal, if it is approved, and to participate in the monitoring and quarterly reporting process for the enhancement during and after implementation throughout the grant period. (Required)

Applicant Signature: _____ Date: _____

If this project involves the purchase of technology, a signature from IT is required.

Signature: _____ Date: _____

Patrick Ekoue-Totou, Director of IT

Attachment 1

CCCCO Vision for Success Strategies

1. Completion: Increase the number of CCC students annually who acquire associate degrees, credentials, certificates, or specific job-oriented skill sets.
2. Transfer: Increase the number of CCC students system-wide transferring annually to a UC or CSU
3. Unit Accumulation: Decrease the average number of units accumulated by CCC students earning associate degrees.
4. Workforce: Increase the percent of exiting students who report being employed in their field of study.
5. Equity: Reduce equity gaps across all of the above measures through faster improvements among traditionally underrepresented student groups.

Attachment 2

Objective	Measure of Success	Activities	Persons involved	Completion date
Objective 1: Fall Flex Week: Hold an I-BEST (Integrated Basic Education Skills and Training) information session for ESL instructors to kick off Fall I-BEST discussion and planning series.	Minimum of 9 ESL instructors will be introduced to the I-BEST instructional model.	Read the array of Washington SBCTC I-BEST research findings and planning tools for educators.	Jane Doe, Dean John Smith, Chair/Instructor	03/2022
		Watch the available series of videos explaining the I-BEST model in action.	same as above	03/2022
		Review and discussion: Discuss research, application of I-BEST at COM, discuss flex session format	same as above	04/2022
		Plan format of training session and outline Fall discussion series	same as above	04/2022
		Finalize flex session format and submit proposal	same as above	05/2022
Objective 2: Pilot Integrated ESL in a CE program	By Fall 2023, at least one CE program will pilot and integrated ESL approach in at least one course.	Activity 1:	etc.	etc.
		Activity 2:	etc.	
		etc.		