Suffolk County Community College
Office of Grants Development
Grant / Contract Submission Form

Check one of the following:

☐ **Proposal** ☐ **Grant Award** ☐ **(Sub) Contract Award** ☐ **Letter of Intent to Submit**

Location: ☐ **Ammerman** ☐ **Grant** ☐ **Eastern** ☐ **Central** ☐ **CTC** ☐ **OCE**
☐ **SCCF** ☐ **CSJHU**

Project title _____

Funding source _____

Total request _____ **Total project cost** _____ **Due date** _____

Project period _____ **In-kind $** _____

Cash match ($) _____ **and budget code(s) for match** _____

Reassigned/release time _____

_____

Grant/contract-funded positions _____

_____

Special space requirements _____

☐ **I have attached a copy of the funding agency's guidelines (i.e., RFA or RFP)**
☐ **I have attached a copy of the proposal and/or the award letter**
☐ **I have attached a copy of the project budget**
☐ **I have indicated strategic goals/objectives addressed by this project (page 2)**
☐ **I have provided a written abstract or project summary (page 3)**
☐ **I plan to purchase I.T. equipment (If so, your campus' ETU must approve project−see #3 below)**

Signatures (Project Director secures 1-3, then submits to Office of Grants Development)

1. Academic Chair/Supervisor	_____	**Date**	_____
2. Campus Dean/AVP/Exec. Director	_____	**Date**	_____
3. Campus ETU (if applicable)	_____	**Date**	_____
4. Office of Grants Development	_____	**Date**	_____
5. Area Vice President	_____	**Date**	_____
6. VP Institutional Advancement	_____	**Date**	_____
7. Legal Affairs	_____	**Date**	_____
8. VP−Business/Financial Services	_____	**Date**	_____

_____	_____	_____
Proposer's Name	**Proposer's Title (Print)**	**Proposer's Signature**
_____	_____	_____
Proposer's Dept./Division/Office	**Proposer's Phone #**	**Date signed**

SCCC Strategic Plan − Institutional Goals and Objectives

Check off all of the institutional objectives that apply to the grant/contract proposal or award you are submitting:

Goal 1.0: Student Success: To foster the intellectual, physical, social and civic development of students through excellent and rigorous academic programs and comprehensive student support services.

☐ 1.1 Increase the completion rate of first-time, full-time (FTFT) students in gateway courses through enhanced engagement with faculty, academic support and student services.

☐ 1.2 Increase the fall-to-spring persistence rates of all credit bearing students to 75% and fall-to-fall retention rates for FTFT students to 70% by supporting students through enhanced engagement with faculty, academic support, and student services.

☐ 1.3 Increase the three-year graduation rate of FTFT students to 20% through enhanced engagement with faculty, academic support, and student services.

Goal 2.0: Community Development/Societal Improvement: To promote social and economic development of the community we serve.

☐ 2.1 Enhance the local workforce by increasing partnerships with key employment sectors and offering programs to address the employment skills gap in Suffolk County.

☐ 2.2 Expand targeted outreach to non-traditional constituents to increase the number of non-traditional students served through continuing education and traditional academic programs.

☐ 2.3 Enhance community enrichment through increased participation in social and cultural events, initiatives, and activities conducted by the College or in partnership with external stakeholders.

☐ 2.4 Expand partnerships with local high schools, school districts, and other higher education institutions to ensure successful and smooth transitions from high school to college.

Goal 3.0: Access and Affordability: To provide access to higher education by reducing economic, social, geographic and time barriers.

☐ 3.1 Improve access by developing needed facilities and reducing geographic barriers associated with campus structures and topography through the implementation of the Capital Program as evidenced by specific project completion each year.

☐ 3.2 Reduce the economic barriers to higher education by maximizing institutional efficiencies in order to minimize increases in College operating costs, as evidenced by the budget.

☐ 3.3 Reduce the economic barriers to higher education associated with limited financial aid by increasing the number of applications for and awards of both merit- and need-based scholarships, as evidenced by Foundations update reports.

☐ 3.4 Reduce social, geographic, and time barriers to academic success through the enhancement of online, web and/or mobile academic and student support by increasing the availability, accuracy and currency of courses, applications and content, as well as the ease and convenience of delivery.

Goal 4.0: Institutional Effectiveness: To monitor and assess the performance of the institution to ensure continuous improvement in achieving the mission, vision and goals of the College.

☐ 4.1 All divisions, departments, programs, services and units of the College will, through the implementation of an integrated planning system, monitor and assess outcomes and communicate evidence that assessments have been used toward continuous improvement in achieving the College's mission, vision, and goals.

Goal 5.0: Communication: To promote transparent and effective communication within the college community and between the college community and external constituencies.

☐ 5. Through written, electronic and face-to-face communication, issue college-wide communication to administrators, faculty, staff, and students in order to promote effective internal communication. In addition each campus will develop methods to deliver and receive departmental and divisional input about their mission-related activities.

☐ 5.2 Through written, electronic, and face-to-face communication, issue information to external constituents and stakeholders about College and student initiatives and accomplishments, as well as community outreach programs, in order to promote the value the college brings to Suffolk County and its citizens.

Goal 6.0: Diversity: To reflect the ethnic, demographic, and economic composition of Suffolk County.

☐ 6.1 Foster and demonstrate measureable improvement in decreasing ethnic disparities within its instructional and non-instructional faculty and staff for pan-cultural groups.

☐ 6.2 Decrease achievement disparities among pan-cultural groups and across socioeconomic groups by developing partnerships and approaches aimed at decreasing the need for developmental education, improving the rate of persistence Fall-to-Spring for FTFT freshmen, and improving graduation and transfer rates for these populations.

Information Required for County and Board Resolutions:

☐ **Grant Proposal: $**_____ **or** ☐ **Grant Award: $**_____

Funding Source/Agency: _____

Full Project Name: _____

Project Period: _____

Project Director (PD/PI): _____

Campus/Location: _____

Total Request for Grant/Contract: _____

Cash Match: _____

In-kind Contributions: _____

Total Project Budget: _____

List Full-Time Positions: _____

List Reassigned/Overload Time: _____

Number of Students to be Served: _____

Type of Students to be Served: _____

Abstract or Project Summary (Limit to space provided below)