



CSI COMMON GRANT APPLICATION

Date of Application: _____

Type of Application:

- Foundation Mini Grant (up to \$3,000)
- Collaborative Retreat Grant (up to \$3,000)
- Pioneering Grant (\$5,000 - \$10,000)
- Professional Development Grant (up to \$3,000)

Other ways funds have been sought:

- Department Budget
- Office of Instruction & Academic Affairs
- Other Grants

Mini Grants, Collaborative Retreat Grants and Professional Development Grants are funded by the CSI Foundation.

<i>Name of contact person regarding this application</i>	<i>Title</i>	<i>Phone</i>	<i>Office Location</i>

Endorsement: _____ **Date:** _____
Signature of Applicant

Endorsement: _____ **Date:** _____
Signature of Applicant's Supervisor

Endorsement: _____ **Date:** _____
Signature of Dean/AVP/VP
By signing, you are acknowledging that you have reviewed and support this proposal.

PROPOSAL INFORMATION
(Please be creative but as concise as possible.)
Your entire application should not exceed **6 pages**, including attachments.

Project Abstract: Please provide a 2-3 sentence summary of your proposal.

Part A. Purpose of the Request: Goals and Outcomes (10 points)

1. Briefly describe the opportunity, challenge, issue or need that your proposal addresses.

2. Describe the overall purpose(s) of your proposal, and provide a minimum of one measurable outcome that will demonstrate the success or impact of your project.

3. Briefly describe how your project addresses one or more specific objective(s) of CSI's [Strategic Plan](#).

Part B. Process (20 points)

Summarize the work plan that you will use to accomplish your goals and outcomes. Include who will do what, when, where, how and at what cost. For Professional Development grants, describe your plan for communication and dissemination of what you have learned.

Part C. Evaluation Plan (10 points)

Describe the end result you expect from your planned activity. Include the assessment methods you will use to measure the success and/or impact and who will do the assessment. Discuss a plan to disseminate/share your project results with your department, division, or college community. (You may be asked to present to various affected groups, possibly including the Board of Trustees or the CSI Foundation).

BUDGET INFORMATION

Part D.1. Budget Summary (5 points)

Item	Amount Requested	Amount Contributed by Other Source(s)	Total Costs
Travel/Per Diem			
Equipment			
Supplies			
Consultant & Professional Fees			
Other (specify) e.g. Conference fees, printing, copying			
TOTALS			

Notes regarding allowable and restricted expenditures.

- ① CSI grants do not pay salaries or honoraria for the applicant.
- ② For all grants except Professional Development, travel expenses are limited to 15% of the total request. There is no percentage cap for travel relating to Professional Development grants.
- ③ Food is generally not an allowable expense, except for travel-related per diem.
- ④ Include sales tax, shipping, handling, fees, etc. in all applicable budget items total cost.

Part D.2. Budget Justification (5 points)

Explain how your project is cost effective providing enough information for the reviewers to determine the economic appropriateness of your request.

ATTACHMENTS

(Please attach only those supporting materials that will serve to strengthen your application)

Do not exceed the 6 page proposal limit.