



## **Title V Innovation Mini-Grants Request Guidelines October 2017 – September 2018**

The Title V Grant is pleased to announce the availability of Mini-Grants for COM faculty and staff to support the objectives below:

**Objective 1:** By Sept. 30, 2020, the number of full-time degree-seeking students enrolled at COM will increase 11% above the fall 2014 baseline enrollment of 992 students.

**Objective 1.2:** By Sept. 30, 2020, the percentage of students enrolled at COM applying for financial aid will increase by 16% over the 2014 baseline of 52% to 60%.

**Objective 1.3:** The percentage of students enrolled at COM receiving financial aid will increase by 15% over the 2014 baseline of 38% in 2014 to 44% by the end of the grant period.

**Objective 2.1:** By Sept. 30, 2020, the percentage of first-time, full-time degree-seeking undergraduate students enrolled at COM graduating within three years of enrollment will increase by 10% over the baseline of 20% in 2014, to 30% at the end of the grant period.

**Objective 2.2:** Over the five year grant period, the percentage of first-time, full-time degree seeking undergraduate students who were in their first year of postsecondary enrollment in the previous year and are enrolled in the current year at COM will increase by 11% over the baseline of 61% in Fall 2014 to 72%.

**Criteria:** Projects will be funded (**up to \$3000**) according to the following selection criteria:

1. The project must demonstrate innovation and clear benefits to students.
2. Grant funds can be used for either a new project or for purchases which will significantly improve or enhance an existing initiative or program.
3. Priority will be given to collaborative projects between Instruction (Academics/Workforce) and Student Services.
4. The Grant will not provide tuition reimbursement for a faculty or staff member.
5. The project must be completed by September 30, 2018.



**Title V Mini Grant Proposal Requirements:**

- A purpose statement that includes how the project aligns with one or more of the Title V Grant objectives.
- A short narrative detailing the activity or use of materials/equipment.
- A project budget included on application.
- A timeline of events or activities.
- A plan to assess the outcomes and expected impact on student learning and/or success and a timeline for reporting.
- Proposals must be signed by the applicant, the applicant's dean or direct supervisor and the vice president of their area.

**Who can apply?** All COM faculty and staff.

Contact Deborah Fregia, Title V Coordinator, regarding questions about the Mini-Grant process at ext. 8801 or [dfregia@com.edu](mailto:dfregia@com.edu).

**How do I submit my Mini-Grant Request?** Complete the application provided at the Title V website ([www.com.edu/title-v-grant](http://www.com.edu/title-v-grant)) and submit via email ([dfregia@com.edu](mailto:dfregia@com.edu)) or via inner office mail to SC-206.

**Mini Grant due date: Applications due by September 15, 2017**

- \* Notification of award will be given within 15 working days of Mini-Grant submission deadline.
- \* Approved funds must be expended or allocated (encumbered) by July 31, 2018.