President's Innovation Fund
Cover Sheet
2023-2024

This RFP for President's Innovation Funds is for
new projects, year 2 projects or year 3 projects only.
Due 12:00 p.m. Friday, May 12, 2023

Instructions: Please complete this 1-page cover sheet

Title of Proposal:_____**Requested by:**_____

Amount Requested:_____**No. of times awarded:** ☐Yr 1☐Yr 2☐Yr 3

Need for Project:_____

Please provide a short one-paragraph summary of the proposal and benefits to College, Students and /or Community. *(Please make sure, that the information can stand-alone and convey meaning to anyone who has never heard of your proposal before and those outside of education such as your possible funders. Limit to 100 words.)*

Signatures:

_____   _____   _____
Faculty/Staff   **Date**   **Dean/Department Supervisor**

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PRESIDENT'S INNOVATION FUND APPLICATION
2023-2024

The Presidents Innovation Fund (PIF) supports creativity and innovation at Skyline College. Faculty, Staff, Management and students are encouraged to propose ideas that will support the college's Mission, Vision,Values and Goals and the work of the People's College Initiative.

The President's Council
The major source of funding is the fundraising of the President's Council, a group of dedicated community leaders Skyline College is fortunate to have who actively support the college. The President's Council raises financial support for the President's Innovation Fund by hosting the President's Breakfast every spring. They provide insightful counsel to the college and are truly an asset to the college and our community. The President's Council includes representatives from business, industry, government, nonprofits and other organizations whose interest in a connection with Skyline College provides a strong base of knowledge and support the President of the College.

San Mateo County Community College Foundation
The San Mateo County Community College Foundation, whose mission is to promote student success and program innovation, also provides resources to support the President's Innovation Fund through the generosity of donors. The Board of Directors is made up of dedicated people who champion the development effort and build meaningful relationships between the colleges and community in order to advance the mission of San Mateo County Community College District.

Guidelines
Proposals that align with Skyline College's new Education Master Plan goals or that address enrollment recovery, improving student belonging, or improving the student experience will be viewed very favorably. New this year is an invitation to consider student ideas.

Please follow the instructions precisely:
1. In order for the proposal to be considered, obtain the signed approval of your division dean/departmental supervisor prior to submission to the President. Students with ideas for funding must have a staff, faculty, or management advisor work with them on the proposal and manage the project and expenditures from beginning to end.
2. The maximum number of years a particular proposal will be funded by the PIF is three years.
3. Proposals shall be submitted electronically to the President's Office (tentes@smccd.edu) **by 12:00 p.m. on Friday, May 12ᵗʰ, 2023. Please use the subject "PIF2024-name of your proposal"**
4. Awards will be announced in July. The proposals are selected by the executive committee ofthe President's Council in consultation with the President and cabinet.
5. Any collateral materials (marketing, video, etc.) created, produced and/or distributed in relationship to all awardedthe PIF grants must receive approval from the Marketing Office per college guidelines.
6. Awardees are expected to appear in the promotional video, present to the Board of Trustees, and present to the President's Council if asked to do so. Awardees are also expected to submit Skyline Shines articles announcing the launch, mid/update and completion of the proposal (minimally, a total of 3 articles for the year) using the publication guidelines.

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A complete proposal must contain the following:

1. *Narrative: (Please attach a narrative with the following sections)*
   a. **Description of the project** *(not to exceed 1 page)*
      - Please describe the issue and what you propose be done to address the issue.
      - Please describe how this proposal supports the priorities of Skyline College (e.g. enrollment recovery or the Education Master Plan).
      - Please present your consideration of any or all of the following:
        A. Education Master Plan Goals
        B. Enrollment Recovery
           1. Improve the Student Experience
           2. Improve a Sense of Student Belonging

   b. **Sustainability Plan** *(not to exceed ½ page)*
      Do you envision this as a project that could become a permanent part of the college? If so, how?

   c. **Project Lead Qualifications** *(not to exceed ½ page)*
      Please describe the qualifications of the project leader and of others who will be involved in the project.

2. *Action Plan (See attached form)*

3. *Budget Forms*
   a. Budget narrative *(See attached form)*
   b. Detailed line-item budget. *(See attached form)*

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Proposal Title_____

Goal: (What is the long term aim – It should be Specific, Measurable, Achievable, Realistic and Timely (SMART)					
Objective (What is the concrete attainment to move toward the goal?)	**Activities** (What will you do to meet the objective?)	**Timeline** (When will you complete this component?)	**Person Responsible** (Who is the responsible person for completing this objective?	**Evaluation/Deliverable** (How will you know you have reached the objective?)	**Resources Needed** (What do you need to make this possible?)

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Goal: (What is the long term aim – It should be Specific, Measurable, Achievable, Realistic and Timely (SMART)					
Activities (What will you do to meet the objective?)	**Activities** (What will you do to meet the objective?)	**Activities** (What will you do to meet the objective?)	**Activities** (What will you do to meet the objective?)	**Activities** (What will you do to meet the objective?)	**Resources Needed** (What do you need to make this possible?)

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President's Innovation Fund
Budget Narrative
2023-2024

	Description	Amount
1000's (Faculty and Administrative Salary)		
2000's (Classified Salary)		
3000's (Benefits)		
4000's (Supplies & Materials)		
5000's (Other Operating Expenses and Services)		
6000's (Capital Outlay)		

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President's Innovation Fund
Budget Worksheet
2023-2024

Title of Grant:

Requested by:

Amount Requested:

The Budget for this project should be designated in the following appropriate categories:

1451	Counseling Salaries (pt-counseling)	$ _____
1495	Other Certificated Salaries (Faculty at Special Rate)	$ _____
2392	Student Assistant Salaries (Hourly)	$ _____
2394	Short-Term Hourly-Classified (Hourly)	$ _____
2341	Clerical Overtime	$ _____
3999	Employee Benefits	$ _____
4510	Supplies ($500 or less)	$ _____
4511	Non-Inventoried Equipment (at least $500 and up to $5,000)	$ _____
4580	Central Duplicating	$ _____
5130	Contract Personnel (Independent Contractors)	$ _____
5211	Conference Expense - In State	$ _____
5212	Conference Expense – Out of State	$ _____
5220	Mileage	$ _____
5621	Software and Software License	$ _____
5621N	Software License – Non-Taxable	$ _____
5680	Contract Transportation	$ _____
5690	Other Contracted Services	$ _____
5694	Contracted Printing Services	$ _____
5820	Postage	$ _____
6450	Inventoried Equipment (Over $5,000)	$ _____
7602	Payments to or for students for scholarships	$ _____
7677	Payments to or for students for transportation	$ _____
7678	Payments to or for students for meals	$ _____

TOTAL $ _____

Payments to or for students must be reported to Financial Aid and applied to the student's accounts.

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President's Innovation Fund (PIF)

Financial Accounting Process

PIF Project Grantee(s) shall adhere to the College and District processes for reimbursement, purchasing and procuring contracts for services. Submit all approved requests for payment, receipts for reimbursement, independent contracts, service agreements, and timesheets to the Skyline College Administrative Services office for processing. Information on College Purchasing Procedures and Contracts can be found in the District Downloads https://downloads.smccd.edu/
Further information on the processes will be provided at the PIF Orientation.

PIF Support

Additional support for you in planning and presenting your PIF projects is available and can be provided by the College Marketing, Communication, and Public Relations Department. These include:

- Event Calendaring
- Event Planning Information and Support
- Promotional Materials
- Press Releases
- Advertising

For any additional information regarding your funds and account procedures, please contact your Division Assistant or Dean. If you need further assistance, please contact Nancy Argarin, at Skyline College Administrative Services, extension 4406.

PLEASE NOTE:
- Remember to communicate with your Division Deans of the progress of your PIF project.

- When planning your event sponsored by the PIF funds, please email Cherie Colin and Theresa Tentes, with the President's Office the details of when, where, and title of the event so the President's Council may be informed of your event.

It is the responsibility of each PIF project grantee to monitor spending and stay within the approved budget.

A year-end report is due by April 28, 2024 or upon completion of the project. Please send the report to Nancy Argarin argarinn@smccd.edu.

All PIF funds expire at the end of the fiscal year on June 30, 2024.

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