

Fall 2022 Equity Innovation Grant Application Template

This document is intended to help you document the responses to the Equity Innovation Grant Application. You will need to cut and paste these responses on the web application to officially submit your application. Note, the application opens October 3, 2022 and closes December 16, 2022.

You can reference the Equity Innovation Grant webpage for guiding documents including an Applicant Information Video and a FAQ: <https://www.lbcc.edu/equityinnovationgrant>.

There are five sections to this application.

Section 1: Requestor Information

Requestor Name (Your Name):

Affiliation (Department/Program/Area/Club/Organization):

Email (Your email address):

Phone/Ext (Your phone number):

Approvers:

Add in this section information about the supervisor(s) who will be approving your application. List as many approvers as needed such as your area VP/Dean/Department Head/Manager.

	Name	Email	Phone
Approver			
(Additional Approvers)			
(Additional Approvers)			

*Note that you will be able to save your application for the first time after you complete the Requestor Information section. You will receive via email a unique link to resume your application.

Section 2: Project Overview

Project Name:

Project Primary Leads (include yourself and any other leads):

	Name	Email	Phone
Primary Lead			
<i>(Additional Leads)</i>			
<i>(Additional Leads)</i>			

Project Description:

Please limit your responses to 3,500 characters and spaces. Responses longer than the specified character count will not be recorded.

Section 3: Award Tiers

There are four tiers within which award amounts will fall. These tiers reflect whether personnel can be included to directly support grant deliverables. Please see the information below to familiarize yourself with the tiers.

Note: only limited term employees (LTE) are allowed to be hired to directly support grant deliverables. Permanent positions cannot be requested with these funds, nor can these funds be used to absorb the cost of existing positions.

Tiers of Awards

- \$5,000-\$25,000 (cannot include personnel)
- \$25,001-\$50,000 (cannot include personnel)
- \$50,001-\$75,000 (can include LTE personnel, adjunct, and release time)
- \$75,001-\$100,000 (can include LTE personnel, adjunct, and release time)

Requested Amount (list in whole numbers):

Award Duration (number of years being requested):

Strategic Plan Goals:

Identify the Strategic Plan Goal(s) your project aligns to and how your project will advance accomplishment of the Strategic Plan Goal(s). Please check one.

- Inclusive: By creating an inclusive, anti-racist, & welcoming environment, all students & employees will feel that their voices matter & that their identities are valued & re-affirmed.
- Supportive: Through fostering a culture of care & collegiality, students & employees will feel supported, valued, & respected.
- Innovative: Through implementing innovative approaches, lbcc will achieve equitable student outcomes, address emerging industry needs, & promote sustainability.
- Synergy: By creating synergy between community, education, & local & regional industry, partnerships will be strengthened to support the equitable achievement of students' educational & career goals.

Section 4: Project Details

Project Activities:

- Examples might include activities for students, staff, or faculty related to post-completion, course success rates, professional development, innovative pedagogy, program for student parents, etc.
- Offer specific relevant details about the activities and how they are tied to the intended project deliverables.
- You may add up to six activities for your project.
- Please limit your responses to 2,000 characters and spaces for each activity description. Responses longer than the specified character count will not be recorded.

Activity Name 1:

Activity Description 1:

Select Constituency Group for Activity 1:

- Students
- Classified professionals

- Faculty
- Administrators
- Community at large (external to LBCC)

Activity Name 2:

Activity Description 2:

Select Constituency Group for Activity 2:

- Students
- Classified professionals
- Faculty
- Administrators
- Community at large (external to LBCC)

Activity Name 3:

Activity Description 3:

Select Constituency Group for Activity 3:

- Students
- Classified professionals
- Faculty
- Administrators
- Community at large (external to LBCC)

Equity Metric:

Select the specific equity metric(s) that your overall project is intended to impact for your intended disproportionately impacted (DI) student group.

- Successful Enrollment
- Course Success
- Completion of Transfer Level English
- Completion of Transfer Level Math
- Persistence from one primary term to a second primary term
- Degree or Certificate Completion
- Transfer to a 4 Year institution

Equity Gaps:

Please explain how your project overall will help close equity gaps for the metric(s) you selected. Please limit your responses to 3,500 characters and spaces. Responses longer than the specified character count will not be recorded.

Vulnerable Populations:

Select the vulnerable student population(s) your overall project serves. Please be intentional and specific in your selection.

- Black/African American Students
- Native American Students
- Asian Pacific Islander Desi Students
- Hispanic/Latinx Students
- White Students
- Students with Disabilities
- Low Income Students

- LGBTQIA+ Students
- Veterans
- Foster Youth
- Formerly Incarcerated Students
- Gang-Impacted Students
- Undocumented Students
- Homeless/Housing/Food Insecure Students
- First Generation Students
- Students with Dependents
- Other students:

Expected Outcomes

- In alignment with the metric(s) you selected above, what are your project's expected outcomes?
- Please leverage the Tableau data sources provided to you for fall 2022 Annual Planning/Program Review to answer this question. Should you need access to data in Tableau please email Institutional Effectiveness (562-938-4449)
- Must be specific, measurable, and aligned with the equity metric(s) you selected above (e.g., include equity gap data)
- Please limit your responses to 7,000 characters and spaces. Responses longer than the specified character count will not be recorded

Data Collection and Evaluation

- How will you collect data and evaluate your project outcomes? (5000 characters) (Examples: post-event survey, review of institutional data, increased course success/program completion, etc.)
- Please leverage the Tableau data sources provided to you for fall 2022 Annual Planning/Program Review to answer this question
- Please limit your responses to 5,000 characters and spaces. Responses longer than the specified character count will not be recorded.

IITS Support:

If your project requires support from Instruction and Institutional Technology and Services (IITS), you should have a discussion with them about your needs PRIOR to submitting your application.

My project requires support from IITS and I have spoken to them.

Yes

No

IE Support:

If your project requires support from Institutional Effectiveness (IE) to evaluate your project outcomes, you should have a discussion with them about your needs PRIOR to submitting your application? (I.e. analysis of data)

My project requires support from IE and I have spoken to them.

Yes

No

Note 1: Assistance from IE and/or IITS requires appropriate requests and approvals.

Note 2: Awards between \$5,000 to \$50,000 will require the submission of an annual outcome report to the Student Equity subcommittee co-chairs. Awards between \$50,001 to \$100,000 will require the submission of a bi-annual outcome report to the Student Equity subcommittee co-chairs.

Section 5: Budget

Please indicate how you intend to use the requested funds for the 2023-2024 academic year and each of the subsequent years that you indicated on your application.

Note: specific type of spending requests, such as acquisition of technology or contracting with a specific vendor, will require that you connect with appropriate departments and complete necessary business processes and procedures.

Non-allowable expenses:

- Political Campaign Contributions
- Gifts to public officials
- Individual memberships
- Utilities
- Personal Expenses
- Supplanting

Requesting Personnel:

Will you be requesting personnel?

Yes

No

Instructional Supplies and Materials				
Account Code	Category	Year 1 Total	Year 2 Total	Year 3 Total
432000	Instructional Supplies and Materials			
432500	Instructional Duplicating Costs			
Totals for Each Year				
Explanation below how these items will be used to support your grant deliverables.				

Non-Instructional Supplies and Materials				
Account Code	Category	Year 1 Total	Year 2 Total	Year 3 Total
457000	Non-Instructional Supplies and Materials			
456500	Non-instructional Duplicating Costs			
457300	Hospitality			
Totals for Each Year				
Explanation below how these items will be used to support your grant deliverables.				

Contract Services				
Account Code	Category	Year 1 Total	Year 2 Total	Year 3 Total
514000	Professional Services (outside vendor)			
Totals for Each Year				
Explanation below how these items will be used to support your grant deliverables.				

Travel, Conferences, Other Expenses				
Account Code	Category	Year 1 Total	Year 2 Total	Year 3 Total
521000	Mileage and Personal Transportation			
522000	Conference Academic			
525000	Conferences Admin/Manager			
526000	Conferences Classified			
524000	Staff Development			
589500	Online Services and Software Licensing			
Totals for Each Year				
Explanation below how these items will be used to support your grant deliverables.				

Hourly Salaries (instructional and non-instructional)				
Account Code	Category	Year 1 Total	Year 2 Total	Year 3 Total
145000 or 147000	Hourly Instructor (adjunct)			
231000	Student Assistants			
232000	Classified Hourly			
233000	Professional experts, college interns, presenters			
395000	Benefits			
Totals for Each Year				
Explanation below how these items will be used to support your grant deliverables.				

Please ensure to calculate the correspondent benefit rate for each position by [clicking here](#).

Congratulations! You have completed the five sections of this application. Please make sure to copy and paste your responses to the [online web application](#).