

**President's Imagination Mini Grant
Proposal Review Form**

Project Title: _____

Project Lead: _____

Funding Amount Requested: _____

Add up the points from each section (100 Points Maximum): _____

REQUIREMENTS

_____ All spending will occur between July 1, 2024 and May 31, 2025

_____ Funding request is between \$1000 – \$5,000

_____ Project Lead not awarded a grant in 2023-2024

_____ Project is not a duplicate/repeat from a previous cycle

_____ Proposal meets page limit and other formatting requirements (8 pages, 12 point font or greater except charts, double-spaced except charts)

_____ Funding request does not include salaries or stipends

Need (15 points maximum)

Points: _____

You should be able to clearly understand the need(s) being addressed by the project. The demonstration of need will be unique to each project. In some cases, it may be a data driven demonstration while in others a more subjective demonstration. You might want to consider if the need has been demonstrated in multiple ways including national/regional/local data/statistics such as Census data; formal or informal survey results; quotes or input from students, faculty and/or staff; literature references; pictures; and more.

Proposal (30 points maximum)

Points: _____

- (a) You should be able to clearly understand the project including how it addresses the need described in the need section. (15 points)
- (b) The proposal should adequately address the impact of the project on the target population (such as students, faculty, staff, the community or other identified group)

and elements the project is intended to impact (such as student learning, resource savings, perception of the college, etc.). (10 points)

- (c) The proposal should describe plans to continue or expand upon the project at the conclusion of the grant period unless the project is clearly described as a “one time” event. (5 points)

Work Plan (10 points maximum)

Points: _____

You should be able to clearly understand when key elements of the grant implementation are planned. The work plan should include dates and the names/titles of individuals responsible for implementation of all grant activities. The work plan does not have to include *all* details, but it should demonstrate that key elements of implementation have been considered. The work plan should reflect completion of a final project and budget report by July 1, 2025.

Strategic Plan (15 points maximum)

Points: _____

You should be able to clearly understand how the project addresses one or more of the key goal areas in Roane State’s strategic plan.

Assessment (20 points maximum)

Points: _____

You should be able to identify 1 to 3 clear, measurable, and comprehensive goals the project is attempting to achieve. The assessment measures that will be used to evaluate attainment of project goals should be clearly described. At least one goal should be focused on meeting the need(s) described in the need section of the proposal.

Budget (10 points maximum)

Points: _____

You should be able to clearly understand the use of requested funds related to project implementation. While the budget narrative need not demonstrate *why* money is being spent (this should be clear from the need and proposal sections), it should demonstrate the specific uses of the money. Details should be provided for all expenditures, including a description of how funds will be spent and how the funding amount was determined.

You should also be able to clearly understand how in-kind and other funding is being used to support project implementation. This could include RSCC or other individuals’ time to support implementation, donations, travel, use of other RSCC budget funds, etc.

Comments regarding Strengths and Weaknesses