College of the Redwoods
Basic Skill Initiative Request for Funds

Summary Title: Click here to enter text.

Funding Year: Click here to enter text.

1. Author: Click here to enter text.

2. Date: Click here to enter text.   **3. Email:** Click here to enter text.

4. Briefly describe how your proposal supports the Basic Skills Mission Statement and/or the Basic Skills annual plan: Click here to enter text.

5. Intended Outcomes (should be specific, measurable targets tied to the basic skills plan and/or the basic skills sections of the CR annual plan):

Intended Outcome (measureable)	Relationship to Institutional Plans

6. Action and Assessment Plan Timeline (specify exactly what you will measure, when and how it will be measured):

Action	How Assessing	When Assessing

7. Anticipated expenses (attach another page if necessary. Itemized each request and include all related expenses such as taxes, shipping, benefits estimated at 10%). From the dropdown box, select the Chancellor's Office category that best fits your need:

Request (e.g. staff, materials, tutor)	Purpose of Request (e.g. tutoring, counseling, supplies for ESL classes)	Category (choose from dropdown)	Estimated Cost (include taxes, benefits, shipping)
		Choose an item.	
		Choose an item.	
		Choose an item.	
		Choose an item.	
		Choose an item.	

8. Will this request require ongoing funding? ☐ **Yes** ☐ **No**

    8a. If yes, how long: Click here to enter text. **Please explain:** Click here to enter text.

    8b. Are you receiving or applying for funding from other sources: ☐ Yes ☐ No

      If yes, what source(s): Click here to enter text.

    Note: ongoing expenses should not require basic skills funding beyond three (3) years, and should include a plan to be institutionalized by the college within that time.

9. a. List all faculty and/or staff involved and/or who are responsible for the project. Click here to enter text.

    b. If the request is for temporary staffing, and you know the person's name, please include it here: Click here to enter text.

10. Was this request/will this request be included in your most recent Program Review?

    ☐ Yes ☐ No

    10a. If no, why not? Click here to enter text.

11. Is technology involved in your proposal? ☐ Yes ☐ No *(Requests for new technology, facilities, or equipment require consultation with area providing services. Contact Steven Roper or Angelina Hill for assistance.)*

If yes, please document the response from tech support. Click here to enter text.

12. I understand that if granted, basic skill funds are to be expended in a manner that predominantly benefits basic skills students. By accepting funding for this project, I agree to provide a written and oral report describing how well intended outcomes were met, the results of the assessment and how this information can be used in the future. Projects funded for two semesters will require a mid-year update as well as a report upon completion. Please note: This is a one-time allotment of funds. Any future funding is contingent upon the submissions and granting of a new request and availability of funding.

_____ _____
Author Signature   Date