



# Cañada College Grants

## Criteria for Decision Making and Intent to Apply Form

### Instructions

1. Prior to applying for any grant, faculty and staff must consult with the Dean (or other administrative supervisor) at least 2 months prior to a grant deadline to obtain approval for developing a proposal.
2. The Dean will complete the Criteria for Decision Making section of this Form, along with the potential applicant to make a decision.
3. If the Dean decides to approve developing a proposal, then complete the Intent to Apply form on page 2 and submit to the following entities to provide notice of intent to apply: a) President's Cabinet, b) Planning and Budgeting Council, and c) College Business Office which is responsible for informing the District Office Grants Analyst.

Program or Project Name: Immigration: Equity and Advocacy for Division/Department: Humanities and Social Sciences  
 Applicant Name: Jenny Castello and Julie Carey Date: 4/18/2017

### Part 1 of 2: Criteria for Decision Making

### Decision Factors

If NO is checked for items 1-5, then your project is ineligible.

	Yes	No	Somewhat
1. Does your project align with the College Mission, Vision, Program Review, Education Master Plan goals and objectives?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is there adequate time to effectively prepare and apply by the deadline?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you identified a funder?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the grant pay for a project director, or is there someone else available and authorized to commit the time required to serve as project director?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are other College resources identified and available to support the project, such as required matching funds, space, facilities, technology?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the project require you hire additional personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7. Does the funder require institutionalization of the project beyond the funding period?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Are the post-award requirements (reporting, monitoring) reasonable given staffing and other resources of the project?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is there a strong project team (including internal and external partners) in terms of experience, commitment to the project and working relationships with each other?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Have you consulted with Planning, Research, Institutional Effectiveness unit?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Have you consulted other units? e.g. Professional Learning, Counseling?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Does the funder allow indirect? If there is a cap, please specify <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Will the project require that the College issue subawards? If so, about how many <input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Does the College have any history with the funding agency?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Have you reviewed District Board Policy 6.30 Externally Funded Special Projects and Programs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Dean's Recommendation

- Pursue project and develop proposal  
 Do not pursue at this time

Dean (or other Administrative Supervisor) Signature Amiga Date 4/24/2017

**Part 2 of 2: Intent to Apply**

**I. Applicant Information**

Name:  Division/Department:

Email:  Phone:

Lead Organization if not Cañada College:

Other possible partners (internal or external):

Describe below the proposed activities of the grant and how the activities align with the College's Mission, Vision, Program Review, Education Master Plan goals and strategic initiatives. Include needs addressed, intended populations, expected impacts.

The Equity and Advocacy for Immigrant Students Project aligns directly with the College Mission. At the start of the project in Fall 2017, all Cañada College students, faculty and staff will be invited to participate to learn more about immigration policies and how they affect students in higher education. At the end of the Fall 2017 semester, students, faculty and staff who are interested in becoming leaders, allies, and advocates for immigrants, including undocumented, DREAMer/DACA students, will have ongoing leadership training through Spring 2018. In addition, ESL students will receive relevant language support. In the second part of this project in 2018, the cadre of student leaders will lead workshops, events, and trainings for our college and our larger community, including CSM, Skyline College, Sequoia and La Costa Adult School, and other ACCEL and ALLIES partners. Some key benchmarks include holding the initial campus-wide trainings, identifying campus leaders, and creating institutional commitment.

**II. Grant Information**

Funding Agency:  Link to Agency Website:

Grant Solicitation Title:  Link to Solicitations:

Grant opportunity number:  CFDA number:

Grant Submission Due Date:  Grant Period (start/end date):

Grant Submission requirements, special instructions (e.g. online, copies, etc):

**III. Budget and Resource Information**

Average Award Amount:

Indirect Cost % (Federal Rate):

Matching Costs Required: No  Yes  If yes, provide amount:  Describe source below:

Describe other resources that will be needed, e.g. facilities, technology, equipment:

**IV. Signature**

Dean (or other Administrative Supervisor) Signature  Date

**V. Next Steps**

If you have reached a decision to develop a proposal, submit the **Grants Criteria and Intent to Apply Form** to 1) College President's Office, 2) Planning and Budgeting Council, and 3) College Business Office that is responsible for informing the District Office Grants Analyst.