



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Dr. R. Scott Ralls, President

August 4, 2008

MEMORANDUM

DEADLINE: August 15, 2008

TO: Vice Presidents / Deans of Student Services
Vice Presidents/ Deans of Instruction
Resource Development Officers

FROM: Monty Hickman, Associate Director of Financial Aid
Student Development Services

SUBJECT: Request for Proposal – 2008-2009 Minority Male Mentoring Program

This memo rescinds numbered memo CC08-167 released on July 25, 2008

The North Carolina Community College System Office invites you to submit a proposal for the Minority Male Mentoring Initiative. This proposal seeks innovative and challenging projects that will result in improving the success of minority males in our Community College System. Funding for these projects is contingent upon action of the NC General Assembly and the State Board of Community Colleges.

The intent of this state funded grant is to provide comprehensive activities, including personal and professional development, drug and substance abuse education, and other innovative activities to improve the academic success of students. These activities should enhance and improve college attendance and graduation rates of minority males.

Funds requested should be reasonable and appropriate for project activities. Funds are allocated for the 2008-2009 academic year. In addition to activities, funds may also be used for personnel release time, travel and subsistence, materials and supplies, and contractual services. Projects may involve full or part-time personnel. Approximately 17 grants will be awarded during the 2008-2009 academic year. Proposals must be received no later than Thursday, August 15, 2008. Proposals will be evaluated and submitted to State Board in September. **Orientation, for those selected, will be held in Raleigh on September 8, 2008.**

For additional information, please contact Monty Hickman at (919) 807-7195 or via email at hickmanm@nccommunitycolleges.edu.

Attachment

c: Presidents
Business Officers
Dr. Delores A. Parker
Mr. Van Wilson
Ms. Wanda White

CC08-171
Email Copy



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
Dr. R. Scott Ralls, President

**Minority Male Mentoring
Program Funding
Application**

2008-2009

Deadline: August 15, 2008

Purpose

The purpose of the Minority Male Mentoring Program is to assist colleges in providing activities that will promote the development of academic, personal and professional skills in minority males. By doing so, we will increase the retention and graduation rates.

The goals of the Minority Male Mentoring Program are to:

- Improve the retention rate of minority males
- Increase the graduation rate of minority males
- Form partnerships with local, community, and state programs serving the identified target population
- Monitor the academic progress of the participants
- Report status of goals and objectives established by the program
- Recruit faculty, staff, and peer mentors
- Provide training and workshops for mentors and trainers
- Coordinate personal development seminars.
- Implement special programs to address barriers among minority males
- Identify and screen the academic records of at-risk minority males
- Promote personal and academic success as it relates to healthy living.

Eligible Funding Expenditures

Funds for the Minority Male Mentoring Program are **state appropriated** and must be used in accordance with the approved procedure of the North Carolina Community College System and the State of North Carolina. **Please note that these are state funds and should be expended accordingly. Please check with your Business Office for further guidance.**

Funds **may** be used for:

1. Professional personnel/staff – release time (see example)
2. Domestic travel and sustenance for professional staff
3. Tutor wages (for students not participating in the mentoring program)
4. Approved student travel
5. Conferences
6. Workshops/Seminars/Training
7. Professional development activities
8. Contractual Services
9. Advertisement and Marketing (billboards, pamphlets, brochures, and commercials)
10. Mailing/Supplies
11. Special campus events

Funds **may not** be used for the following:

1. Administrative costs
2. Equipment

3. Promotional items (clothing and apparel, bags, portfolios, pens, cups, etc.)
4. Stipends and honorariums
5. Certification for individual faculty
6. Refreshments for meetings(e.g., food, drinks, paper products)
7. Food for one day trips
8. Lodging within a 35 mile radius
9. Entertainment (such as a DJ, basketball game, hockey game, etc.)
10. Parking
11. Meals included in a registration fee
12. Foreign travel
- 13. Program participants may not be compensated to participate**

Funds must be expended and reported by May 31, 2009. Check with your Business and Finance Office for more detail. Please use the Budget and Cost Effectiveness Chart below to project expenditures for your Minority Male Mentoring Program during the 2008-2009 fiscal year.

Examples of Expenditures

Example 1: System Community College wanted to have a reception to commemorate the establishment of their mentoring program. They invited persons from different departments on the campus. They provided a speaker, whom they provided with an honorarium. They also provided dinner for the participants who attended. Were the food and speaker honorarium an allowable use of state funds? **No.**

Why: State funds can not be used to give gifts or honorariums. The college should have had the speaker complete a contract, which allows for the college to pay the speaker a fee for his services. Also, the campus could pay for the cost of meals. However, there must be an agenda for the event and twenty percent of the activity participants would have to be persons outside of the college.

Example 2: System Community College wants to take their students on a college tour to give them a chance to experience a four year college. The college has made arrangements for the tour, however, there is no formal schedule provided. Can System CC use state funds to pay for the trip? **No.**

Why: The tour must have an agenda and/or schedule of activities.

Example 3: System Community College wants to prepare their students for the world of employment. To better do so, they want their students to take lessons in etiquette. They asked a consultant to provide these lessons. Part of the lesson includes table manners and proper dining. This includes eating. Can the college pay for food for the training? **Yes and No.**

Why: The college can pay for the registration fee for the training. The college cannot pay for the restaurant or meals directly. However, if the cost of meals is included in the registration fee for the training, then meals are automatically included.

Release Time

For the purpose of this grant, release time is defined as the percentage of duties, or time, from which an employee is discharged in order to complete allowable grant activities. The duties, or time, from which the employee is released **MUST** be reassigned to another employee, eliminated, or completed by a new employee who is hired after the beginning of the grant period. Grant funds from the Minority Male Mentoring Program **CANNOT** be used to pay any expenses associated with the person accepting the discharged duties.

Example: Dr. Smith teaches five courses each semester. Each course constitutes 20% of her time. She is granted 20% release time from her regular duties to coordinate a Minority Male Mentoring Program at her college; therefore, she now teaches four courses and coordinates the project. The 20% time spent on project coordination may now be charged to the grant. Her other course is then taught by Dr. Jones, an adjunct faculty person who is paid entirely from college funds.

Contractual

For the purpose of this grant, contractual refers to persons, companies, or organizations that perform allowable grant activities for a fee. These “contractors” are not performing the activities as employees of the college.

PROPOSAL GUIDELINES

1. **Six** stapled copies of the application must be submitted on or before **August 15, 2008**. One copy must bear the original signatures of the officials authorized to sign the application.
2. Proposals should be word processed and double-spaced on one side of standard size (8 ½” by 11”) unruled, white paper. Do not submit proposals that are bound or in notebooks. **Do not exceed six (6) pages.**
3. Each application must include application cover page, assurances, budget page, and a concise narrative description of the proposed project which includes:

(Each item is limited to one page).

A. **Needs/Challenges** (25 points)

Describe and document existing need(s) or challenge(s) facing the institution which this proposed project can address.

B. **Objectives** (20 points)

List project objectives that are measurable and outcome-specific.

C. **Implementation Strategies** (30 points)

Describe what will be done to achieve the objectives, how the project will be carried out, and who will be involved.

D. **Anticipated Benefits** (10 points)

Describe the anticipated benefits for your institution, as well as for other institutions.

E. **Evaluation/Dissemination/Replication** (5 points)

Describe how you will measure the effectiveness and verify outcomes, how results will be shared within your institution, and how results could be replicated at other institutions.

F. **Budget** (10 points) Please use enclosed form.

Budget Chart

Grants will be made in the amount of \$30,000 per college. In addition, it is projected that the project coordinator will be required to make at least two trips for project meetings. The first meeting will be held in Raleigh, NC on September 8, 2008. Therefore, for planning purposes it should be anticipated that the meeting could be held in the furthest part of the state.

Please submit your budget in this format. **Be as detailed as possible.**

Category	Item	Description	Number of Units	Cost per Unit	Cost Applied to Grant	Cost to College (N/A)	Total Cost
Personnel	Coordinator	Program staff	20	40,000	0	0	8,000
Contractual	Speakers	Narcotics anonymous	20	500	10,000	0	10,000
	Student worker	Tutors	10	1,000	10,000	0	10,000
Travel	Coordinator travel	Various meeting	5	200	1,000	0	1,000
	Participants travel	Field trips- (Please give examples, such as visit to Raleigh to speak to local legislators)	5	100	500	0	500
Supplies							
Total					30,000	0	30,000

4. A final performance report will be required of each project which receives funding. This report will be due on or before June 15, 2009.
5. All components of this proposal must be presented according to guidelines and specifications. Six (6) copies must be received no later than August 21, 2008.

Send or deliver proposals to:

**Monty Hickman, Associate Director of Financial Aid
Student Development Services
North Carolina Community College System
5016 Mail Service Center
Raleigh, N. C. 27699-5016**

***Minority Male Mentoring Program Grant
2008-2009 Academic Year Application***

COLLEGE:

ADDRESS:

PROJECT TITLE: Minority Male Mentoring Program

PREPARED BY:

Name/Title

Date

Phone

Email Address

**PROPOSED PROJECT
COORDINATOR:**

Name/Title

Date

Phone

Email Address

Please mail application and all supporting information to:

**Monty K. Hickman
North Carolina Community College System
5016 Mail Servicing Center
Raleigh, NC 27699-5016
Phone – (919) 807-7195**

Minority Male Mentoring Program Grant

General Assurances

_____ agrees to:

Community College

1. Provide the appropriate administrative supervision and support necessary to foster success of the project;
2. Supplement, expand, and not supplant, funding for existing programs, activities or services;
3. Provide all indirect overhead costs;
4. Maintain compliance with applicable state and federal laws to promote equal opportunity for all participants without regard to race, color, religion, gender, age, disability, political affiliation or national origin;
5. Work cooperatively with the state in monitoring and evaluating the program and submit a final evaluation as requested;
6. Assure funds will be used to support the cost of only those activities described in the proposal and approved by the State Board of Community Colleges; and
7. Assure that all approved funds for this program will be used according to the State Board of Community Colleges guidelines.
8. Collaborate with college administration, foundation, and community to locate the funding to sustain the program after this funding period has ended.

Community College President

Date

Project Coordinator

Date

Budget Chart

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Please submit your budget in this format. **Be as detailed as possible.**

Category	Item	Description	Number of Units	Cost per Unit	Cost Applied to Grant	Cost to College (N/A)	Total Cost
Personnel							
Contractual							
Travel							
Supplies							
Total							