



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Dr. R. Scott Ralls, President

August 21, 2008

RESPONSE DEADLINE: OCTOBER 1, 2008

MEMORANDUM

**TO: Community College Directors
Community-Based Organization Directors**

FROM: Bob Allen, Director, Literacy Resource Center

SUBJECT: Student Success Activity Grants - Incentive Funding 2008-2009

The attached incentive grant application is being solicited for your action. **Proposals must follow guidelines for use of Basic Skills federal funds as written in the Basic Skills Policy and Procedures manual.**

Student Success Activity Grants (08-09)
Literacy Resource Center – Basic Skills

A total of \$120,000 is available to Basic Skills literacy programs to support new strategic emphases in program areas of; student bridges and pathways, distance learning, workforce development, community partnerships, and drop-out prevention. Other areas may be considered depending upon number of requests. Funds will be awarded from \$5,000 to \$15,000 for activities demonstrating best practices and visible results in the identified areas. Grants can be funded beginning November 21, 2008 and must be completed before June 30, 2009.

All grant coordinators will be required to attend and update their grant activity on March 26, 2009. This meeting will approve budget and project completion. Grants not meeting expectations or plans will be downsized. Funds will be reallocated to support those programs meeting or exceeding plans.

The attached incentive grant plan and application must be received before October 1, 2008. A statewide review committee will meet in October to recommend grants that will be sent to the State Board of Community Colleges for approval and funding.

CC08-186
Paper & Email Copy

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Because of budget and finance office reimbursement process, most grant activities and experiences should be between Jan-May 2009.

The final report for this grant is a project manual sent to all Basic Skills programs in July. A template will be shared in March for this format to grant coordinators.

For additional information or questions, please call Bob Allen at (919) 807-7144. We look forward to receiving your requests and invite all Basic Skills programs/staff to apply for these special funding opportunities.

BA/jj

Attachment: 1

cc: Presidents
Senior Continuing Education Administrators
Dr. Randy Whitfield

CC08-186
Paper & Email Copy

**North Carolina Community College System
Academic and Student Services Division
Basic Skills Section**

**STUDENT SUCCESS ACTIVITY GRANTS
INCENTIVE PLAN AND APPLICATION**

Title of Grant

Program Area

College/Agency/Organization

Date

Person(s) responsible for grant

Telephone Number

Address

Signature of Director

Date

Instructions: If you have questions concerning the Program Plan and Application, please call Bob Allen at (919) 807-7144,. Respond to each question and mail to the address listed below. The plan must be received by **October 1, 2008**. (Not postmarked)

Bob Allen
Director, Literacy Resource Center
North Carolina Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016

- I. Describe in detail the program area and activity you are proposing for the incentive grant.
- II. Describe the plan of action and time line of the activities. (numbers, objectives)
- III. Describe how staff and/or students will benefit from the activities. (results/outcomes)
- IV. Describe key personnel and their relationship to the activities.
- V. Describe your final product to document results and share with other programs.
- VI. Budget (See Attachment.)

VI. Budget and Cost Effectiveness

Budget Category	Federal Funds Requested
<p><i>Salaries, Instructional</i></p> <ul style="list-style-type: none"> • Part-time (Describe positions/time/salary per hr) • Explanation: 	<p>\$</p> <p>\$</p> <p>Subtotal: \$</p>
<p><i>Administrative Costs (5% limitation)</i></p> <ul style="list-style-type: none"> • Salaries, Part-time (Describe positions) • Other costs (office supplies, postage, etc.) 	<p>\$</p> <p>\$</p> <p>Subtotal: \$</p>
<p><i>Educational Materials and Supplies</i></p> <ul style="list-style-type: none"> • Explanation: 	<p>\$</p>
<p><i>Training to be implemented</i></p> <ul style="list-style-type: none"> • Explanation: 	<p>\$</p>
<p><i>Travel</i></p> <ul style="list-style-type: none"> • Preliminary Grant review meeting (\$300) • Explanation: 	<p>\$</p>
<p><i>Other Expenses</i></p> <ul style="list-style-type: none"> • Explanation: 	<p>\$</p>
<p><i>Total Federal Funds Requested:</i></p>	<p>\$</p>