Strategic Planning Initiatives
Guidance for Funding Seekers

Strategic Planning Initiatives are one-time awards to jumpstart the design and rollout of strategic plan implementation activities. The funds support new and varied initiatives across all MCC offices and divisions for which funding has not been earmarked in FY 2018-2019 departmental budgets. Funded projects will be aligned with the overarching MCC 2017-2022 Strategic Plan directions and goals, and propose action plans, programs, or activities which directly integrate the overall strategic direction of the College into departmental planning. Proposals may leverage other operational initiatives and funding streams to ensure success including external grants and partnerships, although this is not a requirement. Funded projects will offer sustainable approaches as part of their strategy. The following guidelines will help you develop your project focus and costs.

Funding scope and timeline:
- The application is a two-step process: 1) Submit an **Intent to Apply** online form by 12/15/17. Intent to Apply forms need to be approved by your division's Vice President; 2) All approved projects will be eligible for submission of a full proposal. Deadline date for submission of the full proposal is 2/09/18.
- Project period is September 1, 2018 to August 31, 2019.
- Funds will not be available before September 1, 2018.
- Projects must be completed and a final report submitted by August 31, 2019.
- Projects typically range from $4,000 - $15,000.
- Total allocation for 2017-2018 Strategic Planning Initiatives is $50,000.
- Funding requests must be reasonable and well below the total $50,000 allocation; keep in mind that we typically fund 3 to 5 projects.

Non-allowable and conditional expenses:
- Funds do **not** support salary or release time.
- Funds do **not** support events or award ceremonies for which a fundraising or sponsorship approach would be more appropriate.
- Food, professional development, and travel expenses must be directly tied to the outcomes of the project.

Allowable expenses:
- Equipment includes any individual item over $2,500 that functions independent of other items and has a life span of at least three years. Equipment must be necessary for project implementation, i.e. curriculum modifications, improvements or new program rollout (an exception to this is computers, all computers are considered to be equipment by the college).
- Supplies include any individual item under $2,500 such as associated technology, software, web-based subscriptions, journal subscriptions, small office machines, marketing costs, advertising costs for new programs, or any curricular materials, etc.
  - If project involves the purchase of software, all requests must be approved according to college policy prior to final application submission.
- Contractual costs are expenses associated with professional development, IT services for specialized needs, other external consultants, equipment maintenance, etc.
- Travel includes both local mileage and out of town travel.