

SAMPLE PROJECT PROPOSAL

GUIDELINES

The following items should be included in the proposal:

Relationship to SCC Organization Goals 2006-2007

Identify the SCC goal, which this project addresses. Explain how this project will help SCC achieve that goal.

College-Wide Goals

1. **Student Success:** SCC will help students define and successfully achieve their learning objectives and career goals through student-centered processes and the highest quality learning environment.
2. **Access:** Access to SCC programs and services will increase to meet Seminole County's need for an educated, highly skilled workforce.
3. **Workforce Development:** The pool of employees qualified to meet the needs of regional employers will increase.
4. **Efficiency and Effectiveness** of college operations will improve.
5. **Quality Workplace:** SCC will be a great place to work.

College-Wide Priorities

1. **Lead Our Region:** SCC will lead Seminole County and our region in higher education, community enhancement, economic development, diversity and cultural enrichment.
2. **Engage Our Many Constituents:** SCC will engage our community constituents, students, faculty, and staff in the design, delivery, and support of programs and services that meet or exceed changing student and community needs.
3. **Collaborate With Our Educational Partners:** SCC will collaborate with K-12, college, and university educational partners to improve opportunities for access and success from secondary studies through the baccalaureate degree.
4. **Enhance Our Exceptional Quality:** SCC will enhance the quality of instruction and learner support services by providing students with optimum opportunities to learn and to succeed.

5. **Impart Our Distinctive Qualities:** SCC will define and promote the distinctive qualities that SCC will impart to students and community constituents through College programs and services.
6. **Develop And Grow The Finest Faculty and Staff:** SCC will create a comprehensive personnel development program designed to increase institutional effectiveness and performance and enhance the strategic capabilities of SCC faculty and staff.
7. **Strengthen Our Resource Base:** SCC will strengthen the resource base and the financial capabilities of SCC by securing major gifts, grants, equitable funding, and non-traditional revenue streams through collaborative initiatives with profit and not-for-profit organizations.
8. **Balance Our Growth and Quality:** SCC will balance the relationship between growth and quality by aligning the organizational structure of SCC with conditions that encourage diversity, consider optimal growth, respond to changing infrastructural needs, and reflect available resources.
9. **Remain “One College” Even As We Expand:** SCC will establish a coordinated “One College” campus developmental plan that addresses uniqueness and consistency in operations using varied delivery modes at multiple sites throughout Seminole County and our extended service region.

Target Population

Describe the population(s), which will benefit from this project. Give evidence of the need for the project in terms of the population benefited. Describe the value to the college for the money spent.

Project Objectives

List measurable objectives for the proposed activities.

Procedures

State specific procedures that will be followed in carrying out the objectives. A timetable and a list of persons who will hold major responsibilities for carrying out the proposed activities should be included. Activities should be planned so that an interim report can be provided to the SPD/Office of Finance and Budget, and a final report submitted upon completion of the project. If you do not complete the project in the fiscal year in which it was begun, you must request permission to carry over the funds to the next fiscal year.

Evaluation

Include the project evaluation methods that specify the criteria used to measure the intended results.

Cost

Include a statement of the commitment of an area or department of the college that will support the activities. Expenditures (equipment, supplies, salaries, consultants, etc.) should be included in the proposal, and summarized on page I in the cost section of the Project Request form.

Submission of Request

Submit requested number of copies (20) **and the original** of the application the SPD/Office of Finance and Budget, by **the published deadline**.