**Middlesex Community College Foundation**

**Fall 2016 COMMON APPLICATION**

**New Day Fund Processes**

**Call for Proposals**

The MxCC Foundation will be offering mini-grants to MxCC full-time faculty and staff to work on innovative ideas that signal a “new day” at Middlesex Community College. Applications may be submitted by individuals or teams. New Day funds are intended to support the creation, expansion, and investment in innovative and evidence-based practices and programs that support our strategic goals.

**Common Application Process**

An application will consist of a cover sheet and proposal narrative. Proposals should 1000 words or less, and must include:

1. Brief overview of the proposed project
2. The amount requested, and a description of the resources that will be used (human, institutional, and financial)
3. A discussion of the anticipated outcomes and how the project will be evaluated
4. Please provide detailed information regarding:
	1. a timeline for completion of the project
	2. how this project could become a permanent part of the college, and/or

associated or recurring costs and maintenance

1. Approval of the application from the appropriate supervisor and Dean or President

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| **NEW DAY FUND** |
| Deadline for grant submission: September 30, 2016  |
| Submit to: cdumont-smith@mxcc.edu |
| Evaluated by: A committee of Foundation members and college staff will review applications to select successful grant proposals that address strategic goals and donor intent.  |
| Award Announcement Date: October 14,2016 |
| Project or initiative must occur during the 2016-2017 Academic Year and must be completed by June 23, 2017. |
| Final Grant Report due: Thirty days after the completion date |
| **Higher priority will be given to projects that feature one or more of:*** **Innovation**: project represents a new direction for the college, and provides a model to change existing practice or processes
* **Best Practices**: Built on proven best practices
* **Collaboration**: inter-departmental or inter-disciplinary approaches
* **Sustainability**: can be perpetuated, renewed, incorporated into operational budget, can be supported by clearly identified alternative sources of funding, or has minimal recurring or associated costs
* **Student success and retention**: Lead to student retention and success
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**Middlesex Community College**

**Fall 2016 Common Application**

**New Day Fund**

**Cover Sheet**

**Project Title:**

**Amount Requested:**

**Applicant Name(s):**

**Department:**

**Applicant(s) Signature(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved by:** A*ppropriate Supervisor(s)/Director(s)/Dean(s)/President Signatures*

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2016 Proposals must be submitted electronically to Cheryl Dumont-Smith at cdumont-smith@mxcc.edu by September 30, 2016 at 5:00 PM. A hardcopy of this cover-sheet with the appropriate signatures must be delivered to the President’s Office by September 30, 2016 at 5:00 PM.

**Middlesex Community College**

**Fall 2016 Common Application**

**New Day Fund**

**Proposal Narrative**

***Please do not exceed 1000 words. Make sure all sections of the request are completed***

1. Brief Overview:
2. Project Connection: (Brief description of how project is connected to College’s strategic goals)
<http://mxcc.edu/wp-content/uploads/2013/08/MxCCStrategicPlan_11-16.pdf>
3. Amount requested and other needed resources: (Brief description of resources that will be used–human, institutional, & financial)
4. Anticipated Outcomes: (Include a brief discussion of how project will be evaluated)
5. Project Completion Timeline and/or Plan for Sustaining Project