



# **REQUEST FOR PROPOSALS** **ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES** **2012 TRUST FUND BOARD GRANT OPPORTUNITY**

## **BACKGROUND**

The Association of Community College Trustees (ACCT) Trust Fund Board was established by the ACCT Board of Directors for the purpose of financing projects pertaining to the education and training of community college and technical institution governing board members.

ACCT is a nonprofit educational organization of governing boards, representing more than 6,500 elected and appointed trustees who govern over 1,200 community, technical, and junior colleges in the United States. These community professionals, business officials, public policy leaders and leading citizens offer their time and talent to serve on the governing boards of this nation's most innovative higher education institutions and make decisions that affect more than 11 million students annually. ACCT, governed by a 26-member board of directors, is committed to its mandate of service to trustees. The Association offers trustee education and development programs, research and publications, extensive board services, and public policy advocacy.

**Follow the instructions in this request for proposals carefully in order to ensure your eligibility. Improperly formatted proposals or those that do not meet all requirements may not be considered eligible for an ACCT Trust Fund Board Grant.**

## **PURPOSE OF GRANT**

The ACCT Trust Fund Board Grant was created in 2007 for the purpose of funding a project that focuses on **governance issues/strategies** of national interest to ACCT member boards and individual trustees. The objectives of the ACCT Trust Fund Board Grant are:

1. **Financial Support** for projects that initiate, enrich or support innovative programs or activities created for the specific purpose of engaging and improving community college governance;
2. **Recognition** for ACCT member institutions that have demonstrated a specific interest in and support of community college board programs and activities;
3. **Enriching ACCT's service to trustees** through the contribution of new ideas related to the practice of effective governance that can be shared with our community college trustee membership.

## AWARD AND RECOGNITION

1. The ACCT Trust Fund Board will recommend to the ACCT Board one or more annual grants totaling up to \$10,000 per year. If only one submission is determined to be worthy of funding, that submission will be eligible for up to \$10,000. Should more than one proposal merit recognition, the total \$10,000 available grant funds will be divided between the multiple parties based upon the relative merits and requirements of the program requests.
2. Grantees will be publicly recognized through the following means:
  - a. All grantees will be recognized in person at the 43<sup>rd</sup> Annual ACCT Community College Leadership Congress in Boston, Massachusetts, October 10–13, 2012;
  - b. All grantees will be given an opportunity to present a session detailing their grant activities at the Boston ACCT Leadership Congress; and ACCT may issue a press release and highlight awardee(s) in ACCT publications, including *Trustee Quarterly* and *From the Desk of ACCT*, as well as via the ACCT website.

## ELIGIBILITY

All proposals must meet all of the eligibility criteria in order to be eligible to receive an ACCT Trust Fund Board Grant. The criteria are as follows:

- Only non-profit entities will be considered.
- Only those with a proven knowledge of the educational needs of community college governing boards will be considered.
- An ACCT member institution must be the primary entity proposing and implementing work, though these ACCT members may partner with other not-for-profit entities within the scope of work, provided that these entities remain secondary. Grant monies will be issued only to ACCT members.
- Community college organizations may submit a proposal only once within a 12-month period.
- All materials must be received by ACCT by the application deadline. Submissions that are incomplete and which do not fulfill all requirements will not be considered.
- You MUST use the judging criteria listed on the following page (page 3) of this request for proposals as headings in your proposal narrative. This ensures subjective and equitable evaluation of all proposals.

## JUDGING CRITERIA

**IMPORTANT: YOU ARE REQUIRED TO USE THE FOLLOWING EIGHT CRITERIA AS HEADINGS WITHIN THE BODY OF YOUR PROPOSAL. YOUR PROPOSAL WILL BE INELIGIBLE IF YOU DO NOT ADDRESS EACH OF THE CRITERIA SPECIFICALLY.**

The ACCT Trust Fund Board will use the following criteria to determine grant recipients:

1. **Issue/Focus:** Is the proposal specific to advancing *effective board governance*? 15%
2. **Target Population:** Does the proposal target the stated population? (i.e., number of trustees/boards served, geographic area that will benefit, etc.) 15%
3. **Expected Outcomes:** How will trustee/board effectiveness be achieved? 10%
4. **Planning:** How will outcomes be measured/assessed? 10%
5. **National Replication:** Does the program meet the objective of being worthy/eligible for replication by others? 15%
6. **Innovation:** Is the proposal creative and likely to achieve the stated outcomes? 10%
7. **Support:** Does the proposal demonstrate sufficient support by the sponsoring institution/stakeholders? 10%
8. **Sustainability:** Will the outcomes be ongoing? 15%

## PROPOSAL REVIEW AND NOTIFICATION

All applicants will receive electronic notification verifying receipt of their proposal and funding decisions. If necessary, reviewers will contact prospective applicants prior to making recommendations to the Trust Fund Board.

- The Grant recipient(s) will be notified by March 2012. All materials must be received by ACCT by the application deadline. Submissions that are incomplete and which do not fulfill all requirements will not be considered.

## PROCEDURE FOR SUBMITTING A PROPOSAL

### Who May Submit:

While anyone may submit a proposal, the grant recipient(s) must be a member of ACCT or be supported by an ACCT member.

### Format:

All submissions must be typed, double-spaced on standard-sized paper (8.5 × 11 inches) with one inch margins on all sides and a standard font (i.e., Arial, Times New Roman, Courier, etc.—no script or comic fonts, please) set at no smaller than 12-point pica size. Pages must be numbered.

**Please include a cover page** in the following format:

SUBMISSION DATE

SUBMITTED BY: INDIVIDUAL CONTACT NAME AND TITLE  
INDIVIDUAL CONTACT PHONE NUMBER  
INDIVIDUAL CONTACT FAX NUMBER  
INDIVIDUAL E-MAIL ADDRESS

PROPOSAL TITLE

Organization's Name  
Street Address or P.O. Box Number  
City, State/Province/Territory, Postal Code

Organization's Federal Tax ID: ##-#####  
Total Project Budget: \$##,###  
Organization's Fiscal Year  
Project Timeline (i.e., 6 months, 12 months, etc.)

Organization's Web site address: [www.yourorganization.edu](http://www.yourorganization.edu)

## NARRATIVE

In a maximum of six pages, please include the following. (IMPORTANT: Submissions over six pages in length will not be considered.)

The purpose of this funding request. Please describe:

- The issue/need you are addressing;
- The target population, number of individuals and geographic area that will benefit from this proposal;
- What you hope to accomplish (outputs and/or outcomes); and
- How you intend to accomplish the above;
- Names and brief description of the role of each partner on this project (if applicable);
- Brief organizational history and description of previous year's accomplishments; and
- Signature of President, Board Chair or Executive Director.

## REQUIRED ATTACHMENTS

- List of organization's current funding sources (foundation, corporate, major donors) and amount of support for this project.
- One page project budget (omit for general operating requests).
- Organization's current budget.
- Letter of support from an ACCT member college (if not an ACCT member).

## PROPOSAL SUBMISSION DEADLINE

**All proposals must be received by Friday, December 2, 2011 at 5:00 p.m. Eastern time. ACCT encourages all potential grantees to submit well in advance of the deadline and to confirm with ACCT that your proposal has been received; deadline exceptions will NOT be made because of postal or electronic mail complications.**

## HOW TO SUBMIT

Submissions will be accepted electronically or via USPS or another means of physical delivery. Faxed submissions will not be accepted.

**E-mail:** [grants@acct.org](mailto:grants@acct.org)

**Mail:** ACCT Trust Fund Board Grant  
1233 20th Street, NW, Suite 301  
Washington, D.C. 20036

**Questions:** Contact ACCT staff  
by telephone at 866.895.2228 or  
by e-mail at [grants@acct.org](mailto:grants@acct.org)

ACCT has provided a submission checklist (see page 7) for your convenience.

Make sure to include all required materials and attachments, formatted per the guidelines in this Request for Proposals.

## SUBMISSION CHECKLIST

- I have included a cover page with all required information.
- My proposed project/program addresses the educational needs of my college/college district's *governing board*.
- My project fulfills all eight of the judging criteria AND I have used these criteria as headings within the body of my proposal.
- My narrative is no longer than six pages in length and adheres to formatting guidelines.
- I have included a list of my organization's current funding sources.
- I have included a one-page budget (with narrative, if necessary).
- I have enclosed my organization's current operating budget.
- I am a member of ACCT or have enclosed a letter of support from an ACCT member, which will serve as the primary project lead, if granted.
- I am using a delivery method that will ensure receipt by ACCT by 5:00 p.m. Pacific, Friday, December 2, 2011.