



Basic Skills Initiative

Request for Funding

Applicant Information

Name: _____ Date: _____

Phone: _____ Email: _____

Approximate
Cost: _____ Department: _____

Funding will benefit students in basic skills: (Check all that apply)

- | | | | |
|-----------------------------------|--------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Math 952 | <input type="checkbox"/> Math 942 | <input type="checkbox"/> Math 953 | <input type="checkbox"/> Math 943 |
| <input type="checkbox"/> Math 903 | <input type="checkbox"/> Reading 980 | <input type="checkbox"/> English 976 | <input type="checkbox"/> Other programs
or services |

Funding will be: (Check one)

- | | |
|-----------------------------------|---|
| <input type="checkbox"/> One-time | <input type="checkbox"/> Annual (maximum length: 2 years) |
|-----------------------------------|---|

Type of funding:

- ☐ Supplies
- ☐ Training
- ☐ Stipend
- ☐ Other
- ☐ Travel/conference (Please attach AC-9 and skip the itemized funding table for all conference/travel requests)

Note: conferences that are out-of-state or over \$1000.00 require board approval. Please communicate with your Division Dean for application and approval time lines.

***Please see the rubric for most successful awarding and send the completed form as an attachment to Souts Xayaphanthong at sxayaphanthong@craftonhills.edu and Patricia Quach at pquach@craftonhills.edu.**

Written Justification:

Please describe your or your organization's involvement with Basic Skills students:

Please specifically explain how the requested funding supports the [BSI Goals](#): for improving outcomes of students who enter college needing at least one course in ESL or basic skills, with particular emphasis on students transitioning from high school.

Please detail how the information learned will be shared with the campus community:

Itemized expense(s):

<u>Proposed Vendor, Item, or Event</u>	<u>Item Description</u>	<u>QTY</u>	<u>Unit Cost</u>	<u>Line Total</u>
<u>Training Activity Supply</u>	Keynote speaker/trainer	<u>1</u>	<u>\$800</u>	<u>\$800</u>
<u>Training Activity Supply</u>	Post-it	<u>1/12pk</u>	<u>\$30.00</u>	<u>\$30</u>

Signature: _____ Date: _____

Rubric for BSI Requests for Funding

Item	1 Point	2 Points	3 Points	Total
Involvement: A detailed description of how the requester or their organization is involved with BSI students.	Little or no evidence to support involvement with Basic Skills students.	Some evidence to support involvement with Basic Skills students.	Detailed evidence to support involvement with Basic Skills students.	
Correlative: A detailed description of how the funding's use will correlate to specific parts of the BSI action plan.	Little or no evidence to support correlation with the BSI action plan with no specific sections of the action plan mentioned.	Some evidence to support correlation with the BSI action plan with specific sections of the action plan mentioned.	Detailed evidence to support correlation with the BSI action plan with many specific sections of the action plan mentioned.	
Itemized Costs: A detailed and complete itemization of costs was presented.		Itemized cost missing some details.	Detailed itemized cost provided.	
Campus/Community Impact: Commitment to the dissemination of information and the results of project/activity.	BSI Committee presentation.	Professional Development presentation.	Implementation of activity.	
At least 9 points are required for funding. Of those 9 points, 6 must be earned with the <i>Involvement</i> and <i>Correlative</i> categories.			Total Points	
Funding awarded*: \$				

BSI **Date:**
Chair/Coordinator: _____

BSI Funding **Date:**
Administrator: _____

*If funds are awarded, documentation of implementation of the funds will be required.