Basic Skills Initiative
REQUEST FOR FUNDING FORM

The purpose of the Basic Skills Initiative is to maximize the effectiveness and efficient utilization of our college's Basic Skills and ESL resources; to identify, promote, and disseminate information on training, programs, and services which support the success of basic skills and/or ESL community college students; and to achieve improvement through the replication and adaptation of successful training, programs, and services.

To this end, the Basic Skills Committee will support efforts that seek to positively impact the success of students identified as basic skills and/or ESL. Palomar faculty and staff who would like to develop and implement intervention strategies for basic skills and/or ESL groups may use this form to request BSI funding.

Process to Request Funds

Prior to submitting a request for funding, requestors must review the Basic Skills Expenditure Guidelines as provided by the Chancellor's Office prior to submitting a request for funding support: http://extranet.cccco.edu/Portals/1/AA/BasicSkills/2015/BSI_Expend_Guide_May2015.pdf.

Step 1:   Review the current Basic Skills Action Plan: (link)

Step 2:   Identify at least one piece of research that supports the work your project will do to address identified goals/activities within the Basic Skills action plan.

Step 3:   Complete the Basic Skills Funding Request Form.

Step 4:   Submit Form to the Basic Skills Committee for Review & Approval.

Deadline to Request Funding

Funding requests submitted by faculty and staff should be submitted in the semester prior to the proposed date of implementation. Priority consideration will be given to funding requests received before the submission date deadline, but requests will still be accepted after the deadline:

Project Implementation	Funding Request Submission Date
Spring	October 1st
Fall	March 1st

Contact for Questions:
- Cindy Anfinson, First-Year Experience Coordinator, x2963
- Carol Lowther, Faculty Resource Coordinator, x2267
- Shayla Sivert, Dean, Languages & Literature, x22511

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Primary Contact Person(s): _____Ext.: _____

Program/Workgroup/Department(s): _____

List of Partners/Participants:

Name	Department	Phone	Email

1. Project Title:

2   Brief Description of proposed project and issue(s) you plan to address (not to exceed 250 words):

3. Identify the proposed target basic skills group(s) to be impacted:

- Counseling (as it supports basic skills)
- English 10, 50
- ESL
- Math 10, 15, 47
- Reading 30, 49, 51

4. Identify the specific goals/activities from Basic Skills Action Plan (link) that you will address:

5. Describe your proposed intervention strategies/activities:

6. Please explain the dates and deadlines for your project:

7. Support your proposal with current research (Is there evidence that your proposal may have the impact you intend?):

8. Describe your anticipated outcome(s),
    (What impact will your project have on Basic Skills students? What results do you expect?
    What will you bring back to the college from your conference and what will its impact on Basic Skills students be? etc.):

9. Describe how you plan to evaluate progress toward these outcome(s):

10. Identify the evaluation support you anticipate needing from the Institutional Research Office, if any:

11. Identify other available funding resources (sources and amounts) that you will have access to, if any:

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Funding Requested from BSI:

- I have read the Basic Skills Expenditure Guidelines. (link)

Budget Category	Item Description	Quantity Needed	Total Amount
1. Staff			
Identify pay rate/ hours/benefits			
(link to Fiscal Services benefits worksheet below): http://www.palomar.edu/ fiscal_services/LeftNav/Forms.html			
Hourly Employees			
Classified Staff			
Faculty			
2. Supplies/Materials			
3. Equipment			
4. Services			
5. Printing			
6. Mailing			
7. Travel			
8. Facilities Needed			
9. Other			

Total Cost of Project: