



## Major Initiative Proposal Cover Page

Major Initiative Proposal Data		Date Submitted:
<b>Name of Project:</b>		
<b>Name of Submitter:</b>		
<b>Contact Information:</b>	Telephone: Fax: Email:	
<b>Cabinet Representative:</b>		
<b>Project Director:</b>		
<b>College Goal:</b>		
<b>Major Initiative Proposal Abstract</b>		
Resources		
<b>Estimated Project Cost:</b>		
<b>Project Duration:</b>	___ Years	
<b>This project will require the following resources:</b>		
<input type="checkbox"/> Hiring ___ new employees <input type="checkbox"/> Hiring ___ adjuncts for ___ units per year <input type="checkbox"/> Hiring ___ program facilitators for ___ hours per year <input type="checkbox"/> Hiring _____ for _____ per year <input type="checkbox"/> Additional space ( <input type="checkbox"/> office, <input type="checkbox"/> lab, <input type="checkbox"/> other _____) <input type="checkbox"/> Facilities modifications (renovation, modification, electrical, HVAC, or other). <input type="checkbox"/> IT resources: (Please specify) _____ _____ _____		
<input type="checkbox"/> Equipment: (Please specify) _____ _____ _____		
<input type="checkbox"/> Partnerships with: (Please specify) _____ _____ _____		
<b>Names of participants involved with initiative concept development:</b>		

# Major Initiative Proposal Requirements

In addition to the Major Initiative Proposal Cover Sheet, proposals must include the following:

**1. Initiative Identification:** (1 paragraph)

*Describe the initiative's alignment with the mission of the College and the major goal the initiative supports.*

**2. Need for the Initiative:** (2 or 3 paragraphs)

*Present a compelling case for the need for the initiative including the extent of the problem (in numbers and percents) within the college or community. Provide comparison data for similar institutions or communities, or compare the local situation to state or national statistics. Describe the unique or special opportunity the initiative provides.*

**3. Background:** (up to 4 paragraphs)

*Provide a solid feasibility and opportunity analysis. Describe the process and results of research and analysis used to determine that the initiative has a high potential for success.*

**4. Plan:** (up to 4 paragraphs and/or table format)

*Provide the plan of implementation including the initiative's goals, strategies, personnel responsibilities, timeline, and resources needed.*

**5. Outcomes:** (up to 4 paragraphs and/or table format)

*Provide the anticipated institutional impact and outcomes of the initiative including specific and measurable objectives for each goal with a timeline for achievement. Describe the process that will be used to evaluate the effectiveness of the initiative and the manner in which evaluation of the outcomes will be disseminated.*

**6. Resources and Budget:** (up to 4 paragraphs and budget spreadsheet)

*Completely describe the requirements for the initiative including the need for the following resources: funding and fiscal, human resources (including leadership designation and succession plan), partnerships, facilities, information technology, equipment, communication and marketing, political, and any other resources. Provide a budget for the initiative.*

**7. Capitalization Plan:** (up to 4 paragraphs and/or table format)

*Clearly and concisely present the cost/benefit analysis and the likelihood that the College will achieve a favorable return on investment by implementing the initiative. Describe the plan for capitalization including all sources which may include the following: reallocation of college funds; earned income; contract revenue; recaptured cost savings; private or government grants; business partners; local, state, or federal appropriations; designated gifts; or other sources.*

**8. Sustainability Plan:** (up to 4 paragraphs)

*Describe how the initiative will be sustained by the College when the initial external or internal funding allocation ends. Include the impact on funding, human resources, facilities, partnerships, information technology, equipment, and other resources.*