Student Equity and Achievement Program (SEAP)
Mini-Grant Application

SEAP resources are intended to help in narrowing the achievement gap for disproportionately-impacted students. Mini-grant goals should align with SEAP objectives explained in Section III below.

The following are the questions on the Student Equity and Achievement Program (SEAP) Mini-Grant Application. This list of questions is intended to help you prepare your responses before beginning your application. Once you begin the application, there is no way to save and finish at a later time. See the SEAP Mini-Grant Process (LINK) for an overview of the application, review and notification timeline.

If you have any questions, please contact:
Madelyn Arballo: marballo@mtsac.edu (mailto:marballo@mtsac.edu)
Shiloh Blacksher: sblacksher@mtsac.edu (mailto:sblacksher@mtsac.edu)
Sara Mestas: smestas@mtsac.edu (mailto:smestas@mtsac.edu)
For budget questions, Lisa Zahn: lzahn@mtsac.edu (mailto:lzahn@mtsac.edu)

* This form will record your name, please fill your name.

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Manager Approval

A manager's approval is required for all Mini-Grant requests pertaining to projects and activities within their division/area. Please download this SEAP Mini-Grant Manager Approval Form (LINK), complete it with the necessary signatures, and upload it to question 3 below.

1. Name of immediate manager:

[   ]

2. Email contact for immediate manager:

3. Please upload the SEAP Mini-Grant Manager Approval Form.

⬆ Upload file

File number limit: 1   Single file size limit: 10MB   Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

Section I: Project Overview

4. Project Name:

6. Project Lead Member (name and email):

6. Additional Team Members (name and email):

7. Approximate Project Start Date:

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Format: M/d/yyyy

8. Approximate Project End Date:

<div style="border:1px solid #999; padding:10px;"> 📅</div>

Format: M/d/yyyy

9. Division:

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Section II: Project Summary

10. What are the goal(s) of this project?

11. The primary goal of SEAP is to address equity. Explain how your project aligns with this goal.

12. Describe the expected project design and timeline of activities. Provide any data necessary to illustrate need.

13. What are the expected measurable project outcomes? Clearly state how project success will be assessed. What data are you expecting to collect and report?

14. Would you like to be contacted by someone to provide guidance with best practices for outcome assessment (i.e. Research and Institutional Effectiveness (RIE), data coaches, Outcomes Committee, etc.)?

15. Describe the potential to impact/reach numbers of students (e.g. students in a class, program, campus-wide, etc.). Be specific about the number of students that will be impacted.

Section III: Alignment with SEAP Objectives/Metrics

The goal of SEAP is to positively impact the following five metrics.

16. Please select one or more of the following metric(s) that you will address through your project:

☐ Access - Successful enrollment: Among all applicants in the previous or selected year, the proportion who enrolled in the same community college in the selected year.

☐ Retention - The proportion of all students retained from to spring at the same college in the selected year, excluding students who completed an award or transferred to a postsecondary institution fall

☐ Completion of Transfer-Level English/Math - The proportion of all students who completed both transfer-level math and English in their first academic year of credit enrollment within the district

☐ Associate Degrees/Certificates - The unduplicated count of all students who earned one or more of the following: Chancellor's Office approved certificate, associate degree, and CDCP Certificates and had an enrollment in the selected or previous year

☐ Transfer/Transitions (noncredit) - The number of all students who transferred to various types of postsecondary programs and institutions

17. Please elaborate on how your project aligns with the SEAP metrics you indicated above.

18. Review each of the following categories listed below. Check all that align to your project goal(s).

Integration of Equity-Focused Programs

☐ Onboarding

☐ Academic Support Centers and Learning Support Interventions

☐ Noncredit Pathways

☐ Completion

☐ Professional Development

19. Please elaborate on how your project aligns to the SEAP Activity Category or Categories you indicated above.

Section IV: Project Budget

20. Please list all project expenses. Make sure to state both the category/item and the amount. You can contact Lisa Zahn (lzahn@mtsac.edu (mailto:lzahn@mtsac.edu)) for help on setting up and outlining the budget.

    Categories eligible for funding include, but are not limited to: a) LHE reassigned time, b) faculty non-instructional hourly rate, c) conference and travel, as well as instructional equipment, training, supplies, and short-term temporary hourly wages, including student workers (Hourly Pay Rates as of 1/1/2021 - https://www.mtsac.edu/hr/short-term.html (https://www.mtsac.edu/hr/short-term.html))

    Stipends, textbooks, gifts, capital improvements, political contributions, and costs of direct instruction are not allowable SEAP expenses. Please refer to the Chancellor's Office SEAP Expenditure Guidelines or a full explanation of expenditure guidelines (LINK). If you have questions about specific expenses that might be allowed, please contact Madelyn Arballo marballo@mtsac.edu (mailto:marballo@mtsac.edu) or Lisa Zahn lzahn@mtsac.edu (mailto:lzahn@mtsac.edu).

    a. Per the contract, 3 LHE of reassigned time is equivalent to 8 hours/week during the primary terms. 1 LHE of reassigned time is equivalent to 2.6 hours/week. If requesting LHE to meet your proposed project's goals, estimate the LHE needed and use a rate of $1500/LHE and add 20% for benefits. Although the actual pay rate for LHE varies depending on column/step placement, this estimate is used for a budget approximation.

    b. For the hourly faculty non-instructional rate, please use a rate of $55/hour and add 20% for benefits. Although the actual hourly rate varies depending on column/step placement, this estimate is used for a budget approximation.

    c. For conference and travel, average the cost of conference, accommodations, and faculty attending.

21. Total amount of funds requested. Please round to the nearest dollar.

22. Additional Funding Sources

Please indicate other possible sources of funding if applicable. This is for institutional planning only and will not affect the committee's decision regarding your proposal. Other possible sources of funding include Guided Pathways and SWP. If you are not requesting funding from any other sources, you may leave this part blank.