NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
Greatness. Achieved.

2016-17 NOCCCD

Innovation Fund

PROPOSAL GUIDELINES

The NOCCCD Innovation Fund Program is designed to encourage and provide financial support for faculty and staff in developing and implementing original projects that will improve the quality and efficacy of education, programs, and services throughout the District. The following guidelines are provided to assist you in developing your request.

1. Project Title/Cover Page
- ✔ Provide the full name of the project/program
- ✔ Identify the names of key people involved and describe their roles
- ✔ Project title should be clear and unambiguous

2. Executive Summary or Statement of Problem
- ✔ Describe how your project/program helps to fulfill the District's Vision, Mission and/or five Strategic Directives
- ✔ What new, unique or innovative actions are you proposing? Make sure you clearly present the innovative aspects of your idea.
- ✔ Try to be specific, clear and concise

3. Project/ Program Description of Activities and Details
- ✔ Insure that there is considerable overlap between the goals and objectives for your proposal and the goals and objectives of the college and /or district.
- ✔ Be specific, clear and concise
- ✔ Include the collaborative relationships your project will be developing with other cooperating groups

4. Budget/ Resources Needed
- ✔ Provide a budget narrative and a detailed line-item budget.
- ✔ Identify specific use of funds
- ✔ Include total amount of requested funds

5. Projected/Measurable Outcomes (Evaluation/Assessment Plan)
- ✔ Present measurable objectives and desirable outcomes
- ✔ It is important to describe in your proposal exactly how you will decide whether or not your project has been successful or achieved its objectives.
- ✔ Include a draft copy of the actual evaluation instrument you plan to use (survey, questionnaire, interview guide, etc.)

6. Projected Time Line
- ✔ Provide a clear indication of the time frame for the project and the times when each aspect of the project will be implemented.

Innovation Fund Applications and Proposal Narratives are due in the Office of Educational Services & Technology by 4:30 p.m., March 1, 2016. Awards will be for the 2016-2017 academic year.

NOCCCD INNOVATION FUND