



## **CVHEC Member 2023 Mini-Grant Proposal**

We are happy to inform you that the Central Valley Higher Education Consortium is once again providing mini-grants ranging from **\$5,000 to \$7,500**. The mini-grants are intended to fund activities of faculty and staff for implementation assistance and professional learning associated with **Guided Pathways, Math Pathways, implementation of AB 705, AB1705 and EO 1110**, and advancement of **Pathways for Associate Degrees for Transfer**. We have added **Basic Needs and Equity, Racial and Social Justice** to the list of activities the dollars can provide assistance toward.

CVHEC is offering these grants that are broad in scope to assist Central Valley faculty, administrators, and staff as best fits institutional needs. **The grant funds are available through November 30<sup>th</sup> 2023. We encourage you to apply for funding as soon as possible.**

### **INSTRUCTIONS TO APPLY**

Please provide CVHEC with an executive summary which includes the following:

- The institution's expected activity
- Proposed budget for activity
- Timeline for use

In addition, please complete the forms below to provide general information on the request.

# GENERAL GRANT REQUEST

## 1. College / University Name:

CVHEC Member College / University Information	
Name	_____
Address	_____
Years of Operation	_____
Organization	_____
Type of Organization	_____
Phone	_____
Fax	_____
DUNS/ UEI#	_____
Street Address	_____
City, State, ZIP	_____

## 2. Area of Focus / CVHEC Objective. Please select an area of focus / activity area:

- |  |  |
|--|--|
| <input type="checkbox"/> Guided Pathways           | <input type="checkbox"/> Equity, Racial and Social Justice   |
| <input type="checkbox"/> Math Pathways             | <input type="checkbox"/> Associate Degree for Transfer (ADT) / Transfer Pathway/Transfer Admission Guarantee (TAG) |
| <input type="checkbox"/> Implementation of AB 705  | <input type="checkbox"/> <u>Other (Please explain)</u>   |
| <input type="checkbox"/> Implementation of EO 1110 |  |
| <input type="checkbox"/> Basic Needs               |  |

Please select a CVHEC Board Objective that will be satisfied through the above selected area of focus/activity area:

- |   |  |
|---|--|
| <input type="checkbox"/> Persistence    | <input type="checkbox"/> Degree / Completion |
| <input type="checkbox"/> Time to Degree | <input type="checkbox"/> Decrease Equity Gap |

## 3. Expected Timeline for when activity will occur: (MM/DD/YYYY – MM/DD/YYYY)

**4. Invoicing – Fiscal Contact**

Identify the designated contact person(s) authorized for addressing mini-grant funding questions:

**Name** \_\_\_\_\_  
**Title** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Phone** \_\_\_\_\_  
**Email** \_\_\_\_\_

**5. Primary Grant Administration Contact – Programmatic Contact**

Identify the Administrator or Project Facilitator that will ensure activities are performed and report is submitted.

**Name** \_\_\_\_\_  
**Title** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Phone** \_\_\_\_\_  
**Email** \_\_\_\_\_

**6. Proposed Budget**

This is a SAMPLE budget, please be sure to provide costs for all activity and expenditures expected.

Brief Description by Category			
<b>Activities</b>	<b>Quantity</b>	<b>Cost</b>	<b>Total</b>
<b>Travel</b>			<b>Total</b>
<b>Conference</b>	<b>Quantity</b>	<b>Cost</b>	<b>Total</b>
<b>Other</b>			
Indirect 0%	0	0	0
<b>TOTAL ESTIMATED BUDGET</b>		<b>\$</b>	

**7. Grant Invoice**

*Please plan on expending all dollars. **Scope of Work and Mini-grant Invoice** must be submitted electronically **directly to Angel Ramirez** via email at [angelr@csufresno.edu](mailto:angelr@csufresno.edu)*

**8. Reporting Requirements**

The **Primary Grant Administrator** is responsible to submit a **Final Activity Report** upon the CVHEC Mini-Grant approved activity. Reports will be accepted at the end of activity and should follow the Final Activity Report template provided with this form.

Email Activity reports to: [angelr@csufresno.edu](mailto:angelr@csufresno.edu)

**Please initial for Agreement with Reporting Requirement \_\_\_\_\_**

**9. Authorized Signer for Final Subaward Agreement**

*(No signature needed with application. Signature will be required for the subaward if application is approved.)*

CVHEC Member College / University	
<b>Name</b> _____	<b>Phone</b> _____
<b>Title</b> _____	<b>Email</b> _____
<b>Signature</b> _____	<b>Date</b> _____
<b>Name</b> _____	<b>Phone</b> _____
<b>Title</b> _____	<b>Email</b> _____
<b>Signature</b> _____	<b>Date</b> _____
<b>Agency</b> _____	
<b>Street Address</b> _____	
<b>City, State, ZIP</b> _____	

<b>Central Valley Higher Education Consortium</b>	
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<b>Full Name</b>	<b>Benjamin Duran</b>
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<b>Title</b>	<b>Executive Director</b>
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<b>Organization/Agency</b>	<b>CVHEC</b>
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<b>Street Address</b>	<b>550 E Shaw Ave, Ste 100</b>
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<b>City, State, ZIP</b>	<b>Fresno, CA 93710</b>
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**Documentation Required if selected for Mini-Grant**

The following will be required documentation to begin the drafting of the subaward and will be requested upon approval.

Additional Documentation Required for subaward drafting:

- Financial Statements
  - Single Audit Report as required per Federal Guidelines – Subpart F of 2 CFR 200.
- If no audited financials CSU Fresno Foundation will request the following:
  - Subrecipient Questionnaire
  - Balance Sheet (typically dated “as of MONTH YR”) – make sure it’s the most recent one for the month that just passed. This will include everything up to that month.
  - Profit & Loss income statement – for their last fiscal year
- Applicants DUNS – if not included above this is required information for agreement preparation.
  - Please note that SAM.gov is transitioning away from the DUNS number to a UEI number.
  - Please provide BOTH if they are available.