

SAMPLE PROJECT PROPOSAL

GUIDELINES

The following items should be included in the proposal.

Relationship to SCC Organization Goals 2003-2004

Identify the SCC goal, which this project addresses. Explain how this project will help SCC achieve that goal.

Target Population

Describe the population(s), which will benefit from this project. Give evidence of the need for the project in terms of the population benefited. Describe the value to the college for the money spent.

Project Objectives

List measurable objectives that will be attained by the proposed activities.

Procedures

State specific procedures that will be followed in developing the project. A timetable and a list of persons who will hold major responsibilities for carrying out the proposed activities should be included. Activities should be planned so that an interim report can be provided and a final report submitted upon completion of the project. If you do not complete the project in the fiscal year in which it was begun, you must request permission to carry over the funds to the next fiscal year.

Evaluation

The project evaluation methods specify the criteria that will be used to measure the intended results.

Cost

Include a statement of the commitment of an area or department of the college that will support the activities. Expenditures (equipment, supplies, salaries, consultants, etc.) should be included in the proposal, and summarized on page I in the cost section of the Project Request form.

Submission of Request

Submit requested number of copies (20) **and the original**, of the application to Tesha Adair, SPD office, by **October 24, 2003**, no later than 4:00 pm.

SAMPLE OF EXCEL SPREADSHEET TO DO CALCULATIONS.

FRINGE BENEFIT BUDGET CALCULATION

PROCEDURE: To calculate fringes.... enter information into the rows highlighted in blue

BENEFIT	GL	FY04 Rate	FULL-TIME		PART-TIME		Supplement
			REG	TEMP	REG	TEMP	
			Note B				
Gross pay (annual)						\$ -	
FY pay			\$ -	\$ -	\$ -	\$ -	
FICA	59101	0.0620	- -		-		-
Medicare	59102	0.0145	- -		-	-	-
Retirement-Reg.	59203	0.0737	- -		-		-
Retirement-DROP	59207	0.0911	Note A	Note A			Note A
Retirement-CCORP	59208	0.1043	Note A	Note A			Note A
Total cost			\$ -	\$ -	\$ -	\$ -	-
Fringe costs			\$ -	\$ -			
Fringe %			#DIV/0!	#DIV/0!			

A - If employee will be in DROP or CCORP FRS rate, need to move formula to applicable row (18 or 19)

B - No FRS if employee here less than 6 mths.

C. – Medicare only for part time Instructors.