

**SEMINOLE COMMUNITY COLLEGE  
Staff and Program Development**

**PROJECT REQUEST**

REQUESTER(s) \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

PROJECT NAME \_\_\_\_\_ STARTING DATE \_\_\_\_\_

Project relates to: SPD Five-Year Goal number (s) \_\_\_\_\_ EAE0 Goals \_\_\_\_\_  
 SCC Organization Goals 2000/2001 \_\_\_\_\_

PROJECT DESCRIPTION (check all that apply)

New Program _____	Consultant Services _____
Media Development _____	In-Services Training _____
Staff Development _____	Instructional Package Development _____
Innovative Instruction _____	Prof. Organization Service _____

Has this request received prior support? YES \_\_\_ \$ \_\_\_\_\_ NO \_\_\_\_\_

Has this request received prior support from other college budgets? YES \_\_\_ \$ \_\_\_\_\_ NO \_\_\_\_\_

\*NOTE: (1). Submit original copy of request. (Directions on reverse side)  
 (2). If funds are not expended in this fiscal year, a request to extend funds must be submitted.

**COST OF PROJECT**

*(Include Details in Narrative)*

	Salary	Rate	Amount Requested SPD Funds	Amount from Other Sources	Source of Other Funds
1.	Regular				
	Release Time				
	Overload				
2.	Consultant				
3.	Materials				
4.	Equipment				
5.	Other				
	Total				

\_\_\_\_\_  
Requester

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date

**SEMINOLE COMMUNITY COLLEGE**  
**Staff and Program Development**

**PROJECT PROPOSAL**

**GUIDELINES**

The following items should be included in the proposal.

**Relationship to SCC Organization Goals 2000-2001**

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 of the application to Sherry Baer, SPD office, by the date published.