The purpose of Equity Funds is to fund initiatives that are actively addressing gaps in student achievement and outcomes. This funding request form allows the committee to evaluate the needs of our students and the proposed innovative programs that ensure *all* of our students have the highest chance of realizing their success potential. Your response to each prompt will provide the committee insight into your proposed project and how it will impact student success and equity. Each response corresponds to one or more criteria on the Request Scoring Rubric, so please answer each prompt directly and thoroughly.

For Office Use Only

Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review restricted items and due dates listed on the cover sheet. A scanned copy of the completed form with original signatures must be emailed to miranda\_cristina@sac.edu. Late, incomplete, or unsigned applications will not be processed. Hard copies will not be accepted.

| **STUDENT EQUITY AND ACHIEVEMENT PROGRAM (SEAP) CATEGORICAL FUNDING REQUEST** |
| --- |
| Do you receive funding from any other categorical program(s)? If yes, please list program(s) and amount of funding received per Fiscal Year. |
| Project Title: |
| Fiscal Year: |
| Funding Amount Requested: |
| New project 🞏 or continuing project 🞏 If continuing project, did you complete and Mid-Year Report? Yes 🞏 No 🞏 **If yes, please attach the Mid-Year report when you email your completed request to** **Cristina Miranda****.****­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**If this is a continuing project, provide a plan for how this project could be scalable to serve a large number of students (50 or more)? If you serve less than 50 students please provide an explanation of the value and benefit to the students you serve.  |

| **Implementation Plan** |
| --- |
| 1. Project Description – For each item listed under the cost section, describe how you plan to use the funds with as much detail as possible (Ex: What type of account will be needed, book, supplies and what kind of supplies, technology and what specific technology, food, transportation…etc.). When do you plan to implement this activity? When do you plan to have it completed by? Is this a multi-year project? Is this a one-time project? If ongoing, state that the activity is ongoing and state in which semesters you will offer these services to students. For 2021-2022 request, please consider how COVID may impact your request. We encourage that you include a back up plan in case your request includes items that require in-person activities, travel, etc. (300-word limit) |

| Descriptions of item(s) for project:  | Cost:  | Funding Category/Object (*e.g., Non-Instructional Supplies, Food, Conferences, etc.)* |
| --- | --- | --- |
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|  |  |  |
|  |  |  |
| Total amount being requested: |  |  |

| **Implementation Plan** |
| --- |
| **2019-2022 Equity Plan Goals:** The goals are based on the legislation [Education Code 78220](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=7.&title=3.&part=48.&chapter=2.&article=1.5), the terms and conditions of the [Student Equity Plan](https://www.sac.edu/committees/StudentSuccess/Documents/Santa%20Ana%20College%20Equity%20Plan%202019-2022%20060619%20v1.0.pdf), as well as the requirements of Student Equity & Achievement legislation ([Education Code 78222](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=EDC&sectionNum=78222.)).2. What 2019-2022 Equity Plan goal(s**)** and Guided Pathways pillar(s) will your activity meet? Please check each box that applies.🞏 G1. Access: Increase number of students who transition from SAC non-credit (School of Continuing Education) High School Diploma programs (ABE, GED, Tuition Free High School Diploma, CTE, ESL, and GED) to SAC credit (activities include SCE Career Center activities) or who are preparedto successfully enter the workforce.🞏 G2. Basic Skills Completion: Increase the percentage of students who complete an English or mathematics transfer-level course within the first year of college.🞏 G3. Course Completion (Retention):Increase percentage of students who attain fifteen degree-applicable units by the third semester.🞏 G4. Degree and Certificate Completion: Decrease the average amount of time that it takes for students to complete degrees or certificates.🞏 G5. Transfer Rate: Increase the percentage of students who become transfer-ready, attain transfer degrees, or transfer**Guided Pathways Pillars** [**https://sac.edu/FacultyStaff/GuidedPathways/Pages/default.aspx**](https://sac.edu/FacultyStaff/GuidedPathways/Pages/default.aspx)🞏 P1. Clarify the path. 🞏 P3. Help students stay on the path.🞏 P2. Help students enter the path. 🞏 P4. Ensure students are learning.Explain how your project addresses the goals and pillars that you checked off. How will each goal be fulfilled? list goal(s)/pillar(s) number(s) then provide narrative explaining how each goal/pillar will be fulfilled. (300-word limit) |
| 3. Target Population- Which disproportionally impacted student population will this activity impact? Check each box that applies and list number of students on line provided. Remember, you will be required to evaluate and measure the impact on each group you identify.SEAT: <https://public.tableau.com/profile/sacresearch#!/vizhome/SEATV7_0/Story1>NEAT: <https://public.tableau.com/profile/sacresearch#!/vizhome/Non-CreditSEATV2_0/NEAT> Mandated Equity Groups: <https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=EDC&division=7.&title=3.&part=48.&chapter=2.&article=1.5>🞏 \_\_\_\_\_\_ Current or former foster youth 🞏 \_\_\_\_\_\_\_\_\_ Veterans 🞏 \_\_\_\_\_\_\_\_\_ Homeless students🞏 \_\_\_\_\_\_ First-generation students 🞏\_\_\_\_\_\_\_\_\_ LGBTQ students 🞏\_\_\_\_\_\_\_Students with disabilities 🞏\_\_\_\_\_\_\_\_\_ Students in specified ethnic and racial categories 🞏 \_\_\_\_\_\_ Low-income students and racial categories Identify how your activity will specifically impact these populations as opposed to the general population of students. (300-word limit) |
| 4. How is your proposed activity connected to your program/department, course, and/or institutional level outcome review? (300-word limit) |

Evaluating your efforts to serve students is vital. By providing evidence of our progress, we can be confident that our most effective programs are given the opportunity to impact the greatest number of students. We may also identify gaps or areas for improvement to allow for adaptations. The following prompts ensure that a plan is in place to regularly monitor this progress, and that you have the resources to effectively evaluate your program.

| **Outcomes/Evaluation Rubric** |
| --- |
| **5. Metric:** How will you measure your progress towards fulfilling the SEAP Plan Goals or Guided Pathways metrics? Which specific metrics from the [SEAT](https://public.tableau.com/profile/sacresearch#!/vizhome/SEATV7_0/Story1)/[NEAT](https://public.tableau.com/profile/sacresearch#!/vizhome/Non-CreditSEATV2_0/NEAT) dashboard are you addressing? Include quantitative and qualitative measures. NOTE: If students are not currently being tracked in SEAT/NEAT be prepared to track student IDs. (300-word limit) |
| **6. Measures:** How will you determine if the activity that you are conducting is successful? (e.g. surveys, course completion and success, persistence, improved GPA). State how often you will evaluate these measures. This is a place to present your research model. (300-word limit) |
| 7. Do you have specific data that you plan to request from the Research Department? If so please provide some initial questions, outcomes that you want the Research Department to help you tack and analyze. What resources will you need from the Research Department to evaluate your program? (300-word limit) |

| Requestor: | Contact email: |
| --- | --- |
| Department: | Contact phone:  |
| Signature of Requestor: | Date: |
| Administrator/Manager: |
| Signature of Administrator/Manager: | Date: |