

To complete this application you can either:

1.) **Download as a Word document** by clicking on *File* → *Download* → *Microsoft Word (.docx)*

2.) **Save a copy to your Google Drive** by clicking on *File* → *Make a Copy* then rename the document using this naming convention: **Application_Your Grant Activity Event Name_NCHEA Collaboration Grant**



NHCEA Tri-Campus Collaboration Grant Application

About NCHEA

The North County Higher Education Alliance (NCHEA) was established in 1990. NCHEA is dedicated to improving educational opportunities for North County citizens and to promoting working relationships between **California State University San Marcos, MiraCosta College, and Palomar College**. By pooling resources, NCHEA has sponsored projects, events, and workshops that bring together faculty, staff, and students from the three institutions.

NCHEA's primary goals are to:

1. foster collaboration among college and university educators.
2. improve communication among staff and students at the three institutions to ensure seamless transfer from lower- to upper- division programs.

Grant Overview

The North County Higher Education Alliance (NCHEA) provides funds to support collaboration between the NCHEA institutions where transfer student success is a significant goal/outcome.

- All three NCHEA member institutions must be represented and must benefit from the Collaboration Grant (**CG**).
 - As part of the CG application process, an individual must be identified as the Grant Coordinator who will work with the NCHEA Director and Budget Analyst to be responsible for submitting the required reports and documentation by the established deadlines.
- Funding is available up to \$4,000. Approved applications may be fully or partially funded.
- **CG** applications are accepted for consideration twice a year: November & May (dates are subject to change)
- **CG** activities/events must take place within one academic year of receiving funding approval, i.e. if a grant is approved to receive funding at the November 2025 NCHEA Board meeting, the activity/event must be completed by the end of Fall 2026.
- **CG** applications must be emailed to ncheasd@gmail.com by the due date. All **CG** representatives must be cc'd on the email. NOTE: If the Grant Coordinator is a part-time/associate faculty they must also cc: their dean.
- Funding is based on the availability of funds and approval by the NCHEA Board.
- Funding decisions are made at the November and May NCHEA board meetings. The NCHEA Director will contact the Grant Coordinator within one week of the November/May NCHEA board meetings regarding the status of funding approval.

Grant Eligibility

Any full-time or part-time classroom and non-classroom faculty (e.g., librarians, counselors), directors, classified staff, and administrators whose proposal(s) indicate substantial collaboration and participation from colleagues at each of the three NCHEA member institutions (Cal State University San Marcos, MiraCosta College, and Palomar College) are encouraged to apply for a NCHEA grant. Students may be included as participants.

Grant Awards

- Grants are available up to \$4,000.

- Grant funds may be used for: Refreshments (\$25/person max), guest speaker honoraria, a seed grant and event materials.
- NCHEA grant funds **cannot be used for**: alcohol, large equipment purchases, development of computer networks, infrastructure improvements, representatives on steering committees, compensation of organizers time developing the event or ongoing events.

Grant Reimbursement of Funds

- Upon submission of the *Collaboration Grant Final Report* and required documentation to the NCHEA Director and Budget Analyst reimbursements will be processed within 30 days of receipt.
- NCHEA does not prepay any Grant funds outlined in this *NCHEA COLLABORATION GRANT APPLICATION*. NCHEA will reimburse only after the conclusion of your event, regardless of whether personal funding and/or your college department/division/foundation funds were utilized.

Grant Funding Criteria

Grant applicants should review the NCHEA website, which is located at www.ncheasd.com and familiarize themselves with NCHEA's mission and objectives. ***Proposals must clearly indicate substantial participation of representatives from all three NCHEA member institutions.***

Criteria the NCHEA Board will use in considering applications include:

- inclusion of at least one collaborator from each NCHEA member institution.
- appropriateness and justification of the costs.
- soundness of plan, including clearly defined objectives and outcomes.
- evidence of ability to execute the proposed plan.
- evidence that the work will be shared with appropriate groups.
- evidence that the proposal has the support of affected department(s) where appropriate.
- evidence of efforts to pursue additional funding where appropriate.
- evidence of transfer student success as a significant goal/outcome of the project.
- Note: Grantees must acknowledge NCHEA in all materials/advertisements and the NCHEA logo must be prominently displayed.

Please note: Priority will be given to projects that have not been previously funded by NCHEA.

Grant Final Report

- The Grant Coordinator must submit the [Collaboration Grant Final Report and Reimbursement](#) within two weeks of the completion of the activity/event date.
 - The final report is a one to two-page summary of the activity that includes: an explanation of how the NCHEA member institutions benefitted from the collaboration; the number of people involved as well as which institutions they are from; digital photos of the in-person events for the NCHEA Collaboration Grant photo archive. The final report and photos will be posted on the NCHEA website.
- The Grant Coordinator must also submit receipts and the event sign-in sheet in order to be eligible for reimbursement for all approved collaboration activity expenses.



NORTH COUNTY HIGHER EDUCATION ALLIANCE

CSU San Marcos • MiraCosta College • Palomar College

NCHEA Tri-Campus Collaboration Grant Application

INSTRUCTIONS TO SUBMIT THIS APPLICATION: Complete this application and email the completed application to ncheasd@gmail.com during the November or May grant cycle. You must include the grant leaders from all three colleges in the email. If the Grant Coordinator is part-time faculty they must include their department chair on the grant application submission email.

GRANT INFORMATION			
ACTIVITY/EVENT TITLE:			
PROPOSED DATE(S) (Be as Specific as Possible):	☐ Event will cover more than a single date		
PROPOSED LOCATION(S) (Be as Specific as Possible):	☐ Event will take place in more than a single location		
GRANT COORDINATOR <i>If the Coordinator is part-time faculty, they must confirm receipt of Dept. Chair approval to coordinate this grant activity.</i>	NAME	EMAIL	MOBILE PHONE

GRANT COLLABORATORS

Collaboration and participation from all three NCHEA institutions is required. Provide the information below for the representatives (*including the Grant Coordinator*) from each NCHEA institutionS who will support the activity and the accomplishment of the identified goals.

INSTITUTION	NAME(s)	JOB TITLE <i>If faculty, indicate FT or Part-Time.</i>	EMAIL
CSUSM			
PALOMAR			
MIRACOSTA			

List the name(s) of Chair, Director, Dean, or Vice President from each of the NCHEA institutions who are aware of the activity and how it would affect their department (*must list at least one*). **NOTE:** *If you are a part-time faculty member and are the Grant Coordinator, you must receive approval from your Department Chair and cc: them on the email when submitting the Collaboration Grant Application. You must also include their information below.*

INSTITUTION	NAME(S)	JOB TITLE	EMAIL
CSUSM			
PALOMAR			
MIRACOSTA			

Please list additional Faculty, Staff, Administrators who will be assisting with the activity.

Institution:	NAME(S)	TITLE/POSITION	EMAIL

GRANT PROJECT PROPOSAL

Keep in Mind: The readers of the NCHEA grant applications come from many disciplines, and may not be familiar with acronyms or the current state of research in your field of expertise.

1. Summary of Activity
(250 words or less).

2. Describe how the attendees from the NCHEA institutions will communicate and collaborate with each other (there should be a balance in participation, i.e. a single collaborator should not be conducting the majority of the work for the grant's implementation) (100 words or less)

3. Expected attendance from each institution, including students, employees, community members.

Provide the expected headcount for each group in the table to the right.

	CSUSM	PALOMAR	MIRACOSTA
# of Students			
# of Faculty/Staff/Admin			
# of Community Members			

4. Outline the grant activity steps from planning stage to completion. Note collaborator(s) who will be responsible for each stage.

1.

5. List the proposed outcomes of the activity and the method of assessment.

Note: NCHEA encourages you to use the [NCHEA Event Evaluation Form](#). If you choose to use it, the results will be emailed to the Grant Coordinator within 1 week of the event date.

Yes, I plan to use the [NCHEA Event Evaluation Form](#).

No, I do **not** plan to use the NCHEA Event Evaluation Form

Outcome	Assessment

6. If applicable, provide other funding sources, in addition to NCHEA. NOTE: <i>If other funding sources will fund a specific expense, indicate which expense in the "Other Funding Source".</i>				
	Other Funding Source	Point of Contact	Point of Contact Cell & Email	Funding Amount
			Cell:	
			Email:	\$
			Cell:	
		Email:	\$	
			OTHER FUNDING SOURCE TOTAL	\$
7. Have you received funds from NCHEA in the past? If yes, please list event(s), date(s), and amount(s) of funding received.				
	NCHEA Event	NCHEA Event Date	Amount Received	
			\$	
			\$	

REMINDER: NCHEA does not prepay any Grant funds outlined in this *NCHEA COLLABORATION GRANT APPLICATION*. NCHEA will reimburse only after the conclusion of your event, regardless of whether personal funding and/or your college department/division/foundation funds were utilized.

ESTIMATED BUDGET DETAIL SUMMARY SHEET			
Please use this budget sheet to provide a reasonable estimate of costs and a calendar of expenditures. NCHEA cannot support costs for alcohol, equipment, computer networks, and other infrastructure support. The grant is not intended to provide stipends for members of the grant steering committee. NCHEA staff will not be available to provide direct event support.			
EXPENSE CATEGORY	EXPENSE DESCRIPTION	ESTIMATED COST	Amount Requested for Funding
Guest Speaker, Lecturer		\$	\$
Materials & Supplies		\$	\$
Food/Refreshments (Max \$25/person)		\$	\$
Facilities Fees		\$	\$
Parking Fees		\$	\$
Other (<i>specify</i>):		\$	\$
Estimated Costs:			\$
Subtract Other Funds Sources (<i>as noted in #6 above</i>):			-\$
TOTAL AMOUNT REQUESTED for FUNDING BY NCHEA (<i>not to exceed \$4,000</i>):			\$

Please initial each box to acknowledge you have read and understand the process for fulfilling the responsibilities for accomplishing the grant.			
	CSUSM Initial Here	MiraCosta Initial Here	Palomar Initial Here
1. As a group, we have arrived at consensus in relation to all details concerning the grant project proposal, as well as the allocation of budget for the event. We have defined clear roles and responsibilities that are outlined succinctly.			
2. As a collaborator of this grant project proposal, I will be fully engaged in the planning and implementation process. I commit to be a part of this process from proposal to the day(s) of the event, which also includes active participation.			
3. Communication Plan - I will be active in the advertising, promotion, recruitment, and attendance of my institution's stakeholders. This must be a showcased event that reaches my entire individual campus(es) based on targeted audiences Employees - I must plan a communication strategy with my institution's Professional Development Coordinator (PCC & MCC) and Faculty Center Director (CSUSM). I will also communicate with other associated constituency groups as warranted to maximize the awareness of the event. Unless constrained by event capacity, I will make sure to communicate to the wider employee community of the event. Students - I must plan a communication strategy with appropriate Student Services, Counselors, and/or Affinity Groups (e.g. Umoja, Puente, Transitions, etc.) that will most effectively allow me to reach the students to whom the event applies. Unless constrained by event capacity, I will make sure to communicate to the wider student community of the event.			

Please initial each box to acknowledge you have read and understand the process for reimbursement.			
<i>MiraCosta College Foundation</i> Process for Payment/Reimbursement	CSUSM Initial Here	MiraCosta Initial Here	Palomar Initial Here
4. Final Report: Within one week of the NCHEA Board approving the Collaboration Grant Application, the NCHEA Budget Analyst will email the Grant Coordinator the Final Report template. The <i>Final Report</i> template will list the approved costs, specific to the items requested in this grant application. In the "Expense Reimbursement Detail" section of the <i>Final Report</i> the Grant Coordinator will be responsible for submitting required documentation for each expense item to be reimbursed. NOTE: Payments cannot be issued until after the Event's conclusion and the submission of this complete Final Report			

5. Guest Speaker/Lecturer: If the grant application includes a request for payment to a guest speaker/lecturer the NCHEA Budget Analyst will email to the Grant Coordinator the Guest Speaker/Lecturer Form. At least two weeks prior to the event, the Grant Coordinator must submit the completed <i>Guest Speaker/Lecturer Form</i> via email to the NCHEA Budget Analyst. The Budget Analyst will coordinate with the guest speaker/lecturer to collect the necessary forms (W-9 & independent contractor form) to ensure payment within 30 days after the event date. NOTE: <i>Payments cannot be issued until after the Event's conclusion and the submission of a complete Final Report</i>			
6. Food/Refreshments: Reimbursement will be provided for the cost of refreshments/food approved by the NCHEA Board, up to the grant approved amount. To be reimbursed the Grant Coordinator must complete the "Expense Reimbursements Detail" section of the Final Report and attach the itemized receipt with the name of the person to be reimbursed written on the receipt. IMPORTANT: • NCHEA cannot reimburse for the cost of alcohol. • Refreshments/Food costs cannot exceed \$25 per person, including tax. NOTE: <i>Payments cannot be issued until after the Event's conclusion and the submission of a complete Final Report</i>			
7. Supplies and/or materials: Reimbursement will be provided for the cost of supplies and/or materials approved by the NCHEA Board, up to the grant approved amount. To be reimbursed the Grant Coordinator must complete the "Expense Reimbursements Detail" section of the Final Report and attach the itemized receipt with the name of the person to be reimbursed written on the receipt. If a receipt amount is split between two or more funding sources, specify the portion of the receipt that will be reimbursed under this grant. NOTE: <i>Payments cannot be issued until after the Event's conclusion and the submission of a complete Final Report</i>			
8. Facilities Fees: Reimbursement will be provided for the cost of facilities approved by the NCHEA Board, up to the grant approved amount. To be reimbursed the Grant Coordinator must complete the "Expense Reimbursements Detail" section of the Final Report, attach the itemized facilities receipt with the name of the person to be reimbursed written on the receipt and, if applicable, a copy of the facilities contract. NOTE: <i>Payments cannot be issued until after the Event's conclusion and the submission of a complete Final Report</i>			

9. Parking Fees: Reimbursement will be provided for the cost of parking approved by the NCHEA Board, up to the grant approved amount. To be reimbursed the Grant Coordinator must complete the “Expense Reimbursements Detail” section of the Final Report and attach the parking receipt(s) with the name of the person to be reimbursed written on the receipt. NOTE: <i>Payments cannot be issued until after the Event’s conclusion and the submission of a complete Final Report</i>			
NCHEA COLLABORATION GRANT FINAL REPORT is due 2 weeks after the completion of the event.			

Thank You for Your Submission!!!

NCHEA is excited to support innovative grants that support our students and our region as a whole.

The NCHEA Board appreciates you for taking the time to submit this Grant Proposal.

We look forward to reviewing and determining the feasibility of supporting this Grant Proposal.

Notification of your Grant status will be delivered within two weeks following the application deadline.

