

Proposal Title	
Proposal Lead	
Date	

Proposal Description
*Please write a **brief** description of your proposal, what it is, what it hopes to achieve and why it is necessary.*

Links to Outcomes
*Use this section to describe how your proposal links to the outcomes of your course, program, department or the institution. In particular how it will strengthen or enhance delivery of those outcomes?
 This part will most likely be from an opportunity for improvement identified through program review and outcomes assessment.*

Outcome	How does the proposal support the outcome?

Notes:

Proposal Activities
Use this section to talk about specific activities or milestones associated with your proposal. This will help the evaluator get a sense of what needs to be done by when

Target Date	Activity

Proposal Outcomes
Use this section to talk about the specific outcomes of the proposal. You can also add detail on how you expect to measure the success of the outcome. Evaluation of proposal outcomes will be important in end of year follow up.

Outcome	Evaluation Method

Proposal Budget

Use this section to describe the funds you are requesting to implement the proposal and why the money is needed

Amount Requested (\$)	Description	Rationale

Funding Source (please select one)

Use this section to request funds from a particular source. VTEA and SB70 funds are restricted to certain types of proposals. The general fund can be used without restriction. If you are unsure please leave blank.

Fund (select ONE only)	Restrictions	Approx 2013/2014 Allocation
VTEA <input type="checkbox"/>	CTE related funding that supports activities such as marketing, curriculum development, student services, professional development, and student success.	\$200,000
SB 1070 <input type="checkbox"/>	Activities that support curriculum development, career pathways development, faculty development in health information technology, drafting, mechatronics, welding and water/wastewater.	\$150,000
General <input type="checkbox"/>	No restrictions	\$300,000

Other Required Resources

Please indicate if any other pre-existing resources are required for the proposal. This may include office space, pre-existing equipment or any other resources that do not need additional funding.

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Other Sources of Funding

Use this section to outline any other sources of funding such as grants or loans that may be used to supplement the proposal.

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Final Comments

Use this section to add any additional comments you would like to be included in the evaluation of your proposal.

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