



**The State of New Jersey  
Office of the Secretary of Higher  
Education  
March 25, 2019**

**Request for Proposals: Addressing Material Hardships**

The purpose of this application is to provide county colleges participating in the Community College Innovation Challenge the opportunity to submit a one-time only request for additional funding for the spring semester- FY2019 for a special project.

**Special Projects:**

Funds provided for special projects will not be counted towards the county college's current CCIC F19 capacity-building grant. This is a separate allocation to help create, strengthen, and/or promote student success by focusing on addressing material hardships students might face, which could include food and housing insecurity, transportation, child care support, cost of books, etc. Examples of this could include the creation of an on-campus food pantry; marketing to students about programs available; partnership with local centers to help identify benefits for which students qualify. It could also include offering professional development to faculty and staff or creating a guide on how to help students in crisis.

County colleges that submit requests for special projects must provide a narrative description and justification for funds and explain the intended impact of the activity. Additionally, a line item budget must accompany the request that provides both the cost and description of the budget line items related to the costs of the project. County colleges may apply for up to \$10,000 in funds.

**Applications:**

The deadline to submit a request for Special Project funding is **April 5, 2019**. All proposals must include the attached coversheet and should be emailed to Stefani Thachik, Director of Policy and Outreach at [Stefani.thachik@oshe.nj.gov](mailto:Stefani.thachik@oshe.nj.gov). Confirmation will be sent upon receipt of email.

OSHE will review proposals and inform those programs selected for additional funding by mid-April. Programs that are selected for additional support must ensure that all funds requested will be expended by June 30, 2019.

### OSHE Special Project Funds Application Cover Sheet

Date of Application:	
Name of County College:	
Mailing Address:	
Telephone Number:	
First and Last Name of Lead for CCOG/CCIC Funds:	
Email Address:	
Total Amount Requested:	
Project/Proposal Name (if applicable):	
Is the requested solely intended for the benefit of CCOG/CCOG eligible students?	Yes _____ No _____
If the answer to the above question is “No”, please explain:	
Are you requesting funds to help supplement an ongoing activity?	Yes _____ No _____
If selected, it is understood that funding will only be provided for FY2019.	Yes _____ No _____
Signature (Campus President):	

**Narrative Description of Project** (No more than 3 pages)

Please describe the proposed special project that you are planning. Include the following information in your description:

- target audience,
- project goal, objectives, and connection to CCOG/CCIC, and
- intended impact of your proposal.