Tennessee Promise Forward Mini-Grant Competition

Tennessee Higher Education Commission

Informational Webinar
Webinar Agenda

• THEC will review the application requirements
• THEC will review the project categories
• THEC will address the process and timeline of the mini-grant competition.
Why take the Tennessee Promise Forward?

• Drive to 55 relies largely on the completion of students in higher education

• Tennessee Promise students come from populations that are statistically less likely to be retained and complete a degree
TN Promise Forward Grant

• Maximum of 7 awards of up to $75,000
• 14-month grant period
• One submission per institution
• Eligibility requirements:
  – Lead applicant is 2 year public community college
  – TN Promise Community Organization partnership
  – Project falls within one of three categories
Project Categories

• Technology and Digital Outreach
  – *Use technology to deliver student services through “nudges” at critical times. Ex – text messaging*

• Proactive and Personal Advising
  – *Use a relationship-based model to advise students. Ex – counselors, advisors, near-peer mentors*

• Combination Support Services
  – *Use aspects of technology and personal advising. May incorporate strategies such as cohort models, student support centers, first year experiences. Ex – holistic retention programs*
Grant Proposal Sections

• Cover Page
• Project Abstract
• Project Proposal
• Organizational Capacity
• Project Goals and Evaluation
• Sustainability and Scalability
• Project Budget
Cover Page & Project Abstract

• Cover Page
  – Must include all required signatures
  – Must designate a project manager and primary contact

• Project Abstract
  – Half page Project summary
  – Used to describe projects to external parties
Project Proposal

Falls into one of three project categories

• Must include:
  – Demographic overview of the student body
  – Detailed description of proposed project
  – Anticipated outcomes
  – Implementation timeline
Organizational Capacity

Overview of applying institution’s capacity to carry out proposed project

• Must include:
  – Individuals responsible for carrying out activities
  – CV for key personnel
  – Evidence of internal collaboration across campus divisions
  – Partnership with TN Promise partner organization
Project Goals and Evaluation

• Project Goals must include:
  – Description of how project supports retention and completion of TN Promise students
  – Description of how project fits into institution’s strategic plan to support TN Promise students
Project Goals & Evaluation, Con’t

Evaluation: description of how institution will implement evaluation requirements, meet THEC reporting requirements, and anticipated outcomes

• **Evaluation must include:**
  
  – Targets & baseline data for project performance measures
  – Description of how grantees collect analyze, and report required data
  – Description of how student data will be used to strengthen program and monitor student progress
  – List of personnel responsible for evaluation

  *Grantees are required to submit a performance report April 1, 2016 and a final report within 30 days of grant conclusion*
Project Performance Measures

The minimum information required by THEC is:

- Total TN Promise student population
- Students enrolled in or requiring learning support math/English
- Students completing learning support Math/English
- Students earning 12 or more credit hours per semester
- Students earning 15 or more credit hours per semester
- Students completing a FAFSA by the February 15 deadline
- First to second year retention rate
- Graduation rate

Institutions will also provide prior year data for first-time, full-time students
Sustainability & Scalability

• Explanation of how TN Promise Forward will be sustained and scaled beyond the life of the grant

• How institution’s resources demonstrate ability to carry out and maintain success as a result of the project
Project Budget

• Budget consists of:
  – Budget summary form
  – Budget line-item detail
  – Budget narrative

• Proposed budget items link to delivery of services associated with grant initiatives

• Budget narrative explains:
  – Basis for estimating costs of each line item
  – How major cost items relate to proposed project activities

• Salaries and benefits may not exceed 20% of the award
Award Selection & Scoring Rubric

• Proposals will be scored by a panel of external reviewers who will recommend projects for funding
• Reviewers may recommend projects to be funded with modifications or at a lower amount than requested
• Please see scoring rubric for guidance on how the proposal will be reviewed and detail readers will look for in each section of the application
Tennessee Promise Forward Timeline

<table>
<thead>
<tr>
<th>Item</th>
<th>Date/Deadline</th>
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</thead>
<tbody>
<tr>
<td>THEC releases Tennessee Promise Forward RFP</td>
<td>03/12/2015</td>
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<tr>
<td>Tennessee Promise Forward Technical Assistance Webinar</td>
<td>03/18/2015</td>
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<tr>
<td>Deadline to Submit Notice of Intent to THEC by 4:30 pm CST</td>
<td>03/25/2015</td>
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<tr>
<td>Deadline to Submit Grant Proposal to THEC by 4:30 pm CST</td>
<td>04/21/2015</td>
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<tr>
<td>THEC Announces Grant Awards</td>
<td>05/05/2015</td>
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<tr>
<td>Mandatory Project Director’s Workshop</td>
<td>05/21/2015</td>
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<td>Grant Activities Begin</td>
<td>06/15/2015</td>
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<tr>
<td>Grant Activities Conclude</td>
<td>08/31/2016</td>
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Thank you! Questions?

Troy Grant

_troy.grant@tn.gov_

 Contact for questions on external partnerships, project allowability & use of funds

Leigh Ann Bodie

_leighann.bodie@tn.gov_

 Contact for questions on application requirements, proposal submission