



## INDIANA COMMISSION *for* HIGHER EDUCATION

### Stan Jones Student Success Grant

#### *Purpose*

The *Stan Jones Student Success Grant* will support college partners with promising student success practices. Named after the late Stan Jones, the grant builds upon his legacy of several landmark education policy and student support initiatives, including the 21st Century Scholarship Program, an early promise scholarship aimed at increasing the number of low-income students attending and completing a postsecondary education. Up to \$10,000 in grant funds is available. Grants will be distributed to college and university campuses with promising practices that support student success initiatives on their campus and beyond.

#### *Grant Overview*

The *Stan Jones Student Success Grants* are designed to advance and expand promising student success practices at colleges and universities across Indiana. Grant applicants may request up to \$10,000 to support the expansion and institutionalization of a promising student success practice to support 21st Century Scholars on the grantee's campus. A final report and invoice will be due on or before June 30, 2022.

#### *Grant Timeline*

October 4, 2021	Grant application window opens
<b>November 19, 2021</b>	<b>Grant application deadline</b>
December 3, 2021	Notification of Funding
December 15-16, 2021	Student Advocates Conference
June 30, 2022	Grant Reporting Deadline

#### *Criteria for Selection*

Grant applications will be collected through November 19, 2021. A selection committee of three or more will review all completed applications. The team will be comprised of Commission staff and related partners with a background in higher education—specifically with serving low-income and first-generation students. Scoring will be based on how well applications address the five components required in the grant application. The applications will be scored using a rubric that assesses the following:

1. Innovation;
2. Impact on student success;
3. Ability of the student success model to be scaled and replicated at other institutions;
4. Dedication to increasing the success, retention, and graduation of 21st Century Scholars; and
5. Commitment to expand and sustain the program by working with other institutions and assist with implementation.

Priority will be given to strategies that engage multiple partnerships, are easily replicated across other institutions, and demonstrate proven student success metrics.



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### *How will applications be scored?*

A team of three or more individuals will review each application. The team will be comprised of staff and related individuals with a background in education.

Each of the criteria outlined above—1. Innovation; 2. Impact on student success; 3. Ability of the student success model to be scaled and replicated at other institutions; 4. Dedication to increasing the success, retention, and graduation of 21st Century Scholars; and 5. Commitment to expand and sustain the program by working with other institutions and assist with implementation—will be scored using the following rubric:

<b>0</b>	<b>None of the criteria are addressed.</b>
<b>1</b>	<b>Some of the criteria are met but many areas are incomplete or underdeveloped.</b>
<b>2</b>	<b>Most of the criteria are met but some areas are incomplete or underdeveloped.</b>
<b>3</b>	<b>Meets criteria.</b>
<b>4</b>	<b>Exceeds criteria.</b>

### *Use of Award Funds*

Grant funds may be used by the recipient to create and implement new programs on campus or provide additional support to already established programs.

### *Reporting Structure*

Selected campus(es) will be asked to present their student success models and collaborations at the 2021 Student Advocates Conference on December 15-16, 2021. They will also be asked to prepare a report on the use of the funds, lessons learned, data and statistics, and next steps on or before June 30, 2022.



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### Stan Jones Student Success Grant Application Instructions

Applications must be submitted to [grants@che.in.gov](mailto:grants@che.in.gov) by 5 pm (Eastern) on **November 19, 2021**. Only electronic submissions will be accepted.

Please use the following email subject line: **Stan Jones Student Success Grant**  
– **[Your College or University]–[Applicant's Last Name]**.

#### **A COMPLETE GRANT PROPOSAL MUST INCLUDE THE FOLLOWING PARTS:**

**Part 1: TITLE PAGE** – All information must be completed on the form provided on page 4.

**Part 2: PROGRAM DESCRIPTION** – 2-3 pages, doubled spaced-typed providing an adequate overview and description of the proposed program or event. Include the following:

1. **Description.** Describe the design and implementation of the project. Include the “who, what, where, when, why, and how” of the proposed program.
2. **Partnership.** Explain how partnerships on campus and within your community will support programming.
3. **Goals.** What are the goals and objectives of the program?
4. **Impact.** What is the expected short-term impact of the program? What is the expected long-term impact of the program? What will be different on campus or in the community as a result of your program?
5. **Evaluation.** What are you trying to change or improve? How will you know that your goal has been accomplished? What tools will you use for evaluation? How will you indicate success?
6. **Sustainability.** Explain how programming will be expanded in future years. How will you use this programming to continue to provide support? How will you use what you learn through this grant opportunity and apply it to all students?
7. **Timeline.** The implementation timeline should indicate dates for program set-up, participant outreach and recruitment efforts, program logistics, and any additional details pertinent to the project.

**Part 3: BUDGET FORM** – Please follow the budget form provided on page 5. All budgets must follow the format provided. Be as detailed as possible.

**Part 4: LETTER(S) OF SUPPORT** – Letters should come from campus administrator(s), employers and/or community agencies that are supporting project efforts.

***Note: Incomplete applications will be ineligible for funding and will not be submitted for review.***



# TITLE PAGE

<b>Applicant (College or University)</b>	
<b>Contact Name</b>	
<b>Contact Title</b>	
<b>Contact Phone Number</b>	
<b>Contact Email</b>	
<b>Mailing Address</b>	
<b>Program Title</b>	
<b>Other Participating Partner Colleges</b> <i>(if applicable)</i>	
<b>Brief Description of Program</b> <i>(3-5 sentences)</i>	
<b>Approved Signatory for Contracts Name</b>	
<b>Approved Signatory for Contracts Title</b>	
<b>Approved Signatory for Contracts Phone Number</b>	
<b>Approved Signatory for Contracts Email</b>	





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**2021 Stan Jones Student Success Grant  
2021-22 BUDGET FORM**

EXPENSE	DESCRIPTION	AMOUNT
TOTAL		

If selected, grantees understand the following:

- a) A signed contract, invoice, vendor paperwork (W-9 and Direct Deposit Form) and bidder registration must be completed and returned to Indiana Commission for Higher Education (ICHE) in order for funds to be disbursed.
- b) **Funds will be disbursed on a reimbursement basis only.** The budget must reflect program expenses that will occur during the 2021-22 grant period (**December 4, 2021 - June 30, 2022**). For final reimbursement, grantees must also provide an event agenda, any marketing and promotional materials used, and an attendee registration list. Appropriate expenses include: transportation, mileage reimbursement, resource development, marketing/promotional items, hospitality and meeting space.
- c) A final report and invoice will be due on or before **June 30, 2022**
  - 1) **Invoice** – An invoice outlining program expenses must be submitted on or before the deadline. Please include the following information on the invoice: Where to send payment, Contact Information, Invoice Number, Title (Stan Jones Student Success Grant) Date, Payment Amount, and Payment Details (itemized list of expenses) . **Notice:** Grantees are not required to submit supporting documentation with the invoice, but must retain receipts and all other supporting documentation for a minimum of 3 years in the event of an audit.
- d) Payment will be made via electronic funds transfer/ACH pursuant to IC 4-13-2-14.8.



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- e) Invoice for funds must be submitted to ICHE no later than **June 30, 2022**. The grant award will be paid within 35 days from the submitted invoice date.
- f) Funds cannot be used for the following purposes: to buy gifts (or gift cards) , make charitable donations, or to purchase equipment or capital assets or equipment that will last beyond the project (e.g., purchasing a new laptop, etc.) .