

(MADISSAR)

*Making a Difference in Student Success and Retention*



Application and Program Requirements  
Department of Resource Development, Management and Compliance (RDMD)  
3201 W. Pecan Blvd., McAllen Texas 78503  
E-mail: [grants@southtexascollege.edu](mailto:grants@southtexascollege.edu)

Schedule of Major Events	Date(s)
Deadline to Submit Notice of Intent (optional)	April 12, 2021
Application Proposal Submission Deadline: 4:00 p.m., Central Time	May 25, 2021
Grant Award Notification Period	Between June 6-9 2021

**Purpose of MADISSAR**

South Texas College (STC) extends an opportunity for college departments to apply for making a Difference in Student Success and Retention (MADISSAR). Funds are set aside to support the College’s six [Key Performance Indicators](#) (KPIs). Grant funds are supplemental to enhance existing program or department services and or activities.

1. Enrollment
2. College Readiness
3. **Academic Progress**

\*Persistence is defined as students who have graduated within one year from STC or are still enrolled at STC (Fall-To-Fall).

4. **Completion**
5. Transfer
6. Post-Graduation Success

A department interested in submitting a MADISSAR Application must submit a Notice of Intent to apply that is approved by their Department Head/Program Chair. Each department may only submit one application and should consider how the project aligns to KPI #3, Progress and /or KPI # 4, Completion. The application and all supporting documents must be submitted to the GDMC Department or can be submitted electronically or in person.

Mark the Key Performance Indicator supported:  #3, Progress and/or  #4, Completion  
Eligible Applicants

An eligible applicant is a Faculty or Staff of a department at South Texas College.

**Total Funds Available**

Total funding available is approximately \$35,000. Additional funding may be available depending on the merit of the project. The total estimated number of awards is between 2 and 5 awardees.

#### Grant Period

The grant period for those awarded is approximately eleven (11) months from the grant start date.  
100% of all grant funds need to be expended by **the end of the grant period which is....**

#### Expenditure Limitations

The following costs are prohibited under this program:

for purchases of real property, new construction, or renovations of facilities.

Replacing (supplanting) existing federal, state, or local funds available to the proposed program

Funds **may not** be used for auxiliary purposes, which include food and or beverages, salaries, benefits or payments to students.

#### Grant-Specific Reporting Requirements

The successful applicant shall submit the following reports to the Department of Resource Development, Management and Compliance.

Final report (due 10 days after the closing date)

Includes but not limited to: successes, sustainability plan (if applicable), reconciliation, inventory list, etc.

#### Application Evaluation Criteria

APPLICATION EVALUATION CRITERIA	POINTS
Identification of Need	10
Project Design	20
Management Plan	20
Impact of the Project	20
Evaluation Plan	15
Budget/Budget Justification	15
TOTAL POSSIBLE POINTS	100

Department Contact Information

Contact Information		
Department:	Campus: (circle one) Pecan, Mid Valley, Starr, NAH, Technology, RCPSE	
Department Head/Program Chair Name:		
Office Phone:	Email:	@southtexascollege.edu
Project Director Name:		
Phone:	Email:	@southtexascollege.edu

Application

Project Summary 0 Points

Total amount of funds requested
\$
Name of Project:
<b><i>Description (summary) of project (250-word limit)</i></b>
<b><i>Identification of Need (10 points) (250-word limit)</i></b>
Describe the specific need in your department that you have identified and the approach you used to determine the specific need. Justify your need with relevant data and or statistics.

***Project Design (20 points) (500-word limit)***

Describe the project in full detail, including the number of students and any relevant details about the population to be served. **Provide a clear project goal and measurable objectives that relate to achieving the goal of your project.**

***Impact of the Project (20 points)***

Explain how this project will impact students. Also, explain how the project may be sustained and or scaled up to impact students by the end of the funding period.

***Evaluation (15 points), 500 words or less***

Explain how you plan to evaluate the project based on your objectives. How will your project be evaluated using instruments such as: surveys, assessments, etc. and how will the data be collected and analyzed?

***Management Plan (20 point) (500-word limit)***

Explain how your department will manage the project to ensure proper and efficient administration of the project activities, including coordination for the management plan with other departments, as needed. Explain who will manage the project, including experience, training, credentials, and qualifications. (Resumes can be attached).

**Budget/Budget Justification (15 points)**

Complete the Budget Justification Form (with added detail) and explain how each line item will support the proposed project. Explain each line item to be purchased, including the purpose and function.

**\*The Budget Excel spreadsheet is a separate** page at the end of the application. You may attach an additional documentation which may include additional details about the purchases.

**Collaboration (additional resources) with Other Departments**

Is additional support for this project needed from other departments? Yes \_\_\_ No \_\_\_

If yes, please explain how the support will be needed:

For example: The ET/IT Department will provide computer support and or technical assistance for the project.

**Department approval from administrator or Signature of Approval from administrator**

Name and Title:  
  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Submission Format of document MUST be double spaced and a font no larger than 12 in size. Document formats can be Word, Excel (for budget) and or PDF. Please email [ggonzales\\_3591@southtexascollege.edu](mailto:ggonzales_3591@southtexascollege.edu) for more information on format specifications.*

**Approvals**

*Signature indicates approval to submit the application and confirms the project aligns to Key Performance Indicators #3 and or #4.*

**This page MUST be signed PRIOR to application submittal.**

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

DepartmentName: \_\_\_\_\_ Campus: \_\_\_\_\_

**(Digital signature can be accepted)**  
Department Head/Chair: \_\_\_\_\_ (Signature): \_\_\_\_\_

Dean/Director (Name): \_\_\_\_\_ (Signature): \_\_\_\_\_

*Once all of the signature approvals are received, please submit this form to: [grants@southtexascollege.edu](mailto:grants@southtexascollege.edu). The form may be submitted **electronically or in person**. Should there be any questions about this form, contact the Department of Resource Development, Management and Compliance (RDMC) at: (956) 872-6762 or email us.*