



Implementation Grant Application—Rolling Deadline

Implementation Grants of up to \$60,000 over two years (\$30,000 annually) are available to launch and support community-based Local College Access Networks (LCANs.) Please contact MCAN to inquire about eligibility and to request technical assistance.

ROLLING GRANT TIMELINE

Implementation Grants will be accepted at any time by the Michigan College Access Network (MCAN) offices. Grants are reviewed throughout the year. Please work with your geographic staff contact to get a better understanding of when your grant application may be reviewed. MCAN is committed to reviewing grants and providing a response to applicants in 90 days or less. Applicants are highly encouraged to work with MCAN staff for assistance in preparing a competitive application.

IMPLEMENTATION GRANT PROCESS

MCAN has adopted the collective impact framework to help communities organize and initiate their local network. MCAN recommends that communities follow the steps listed below in order to be successful and to help position the LCAN to be competitive for future MCAN grant opportunities:

Planning Process

1. Make the Case with Influential Champions
2. Establish an initial backbone support infrastructure and continuous improvement process
5. Establish a Common Agenda and Dashboard
6. Formalize Backbone Support Infrastructure
7. Align Existing Organizations to the Network
8. Analyze Data to Select Priority Areas

Implementation Process

9. Activate the Network
10. Utilize continuous improvement across the Network

IMPLEMENTATION GRANT DELIVERABLES

Successful applicants will be expected to work toward, complete and submit the following Implementation Grant deliverables during the tenure of their grant award.

- Created and executed collaborative, data-driven strategic action plan.
 - Analyze data to determine community priority areas and gaps.
 - Form action team for each priority area if appropriate.
 - Determine strategies, action steps, and timeline.
 - Formalize action plan with partnership agreements.
- Updated Data Dashboard
- Updated Asset Map if appropriate
- Identified areas of alignment

APPLICATION ASSISTANCE

MCAN staff is available to provide application assistance. Contact your geographic staff person at MCAN for help in developing your proposal.

RESOURCES

In addition to the financial grant, MCAN will provide extensive tools, templates, and technical assistance. MCAN has recently updated their guidebook for LCAN development using the collective impact framework. You can access **Charting the Course: A Community's Guide for Increasing Educational Attainment through the Lens of Collective Impact Second Edition** here: micollegeaccess.org/resources. A great place for you and your entire leadership team to start is by reading the suite of collective impact articles by Kania & Kramer. Links for each article are on page 7.

GRANT AWARD

Implementation Grants are \$30,000 annually over two years for a total of \$60,000. All grantees will be required to match 50% of their grant award with cash and in-kind support. It's critical to begin the process of sustaining your LCAN as soon as possible. Oftentimes, Implementation Grant funds are used to hire staff to facilitate the process on behalf of the Local College Access Network, though each LCAN Leadership Team determines how the network will spend funds when creating the grant budget.

DEFINING A LOCAL COLLEGE ACCESS NETWORK

Local College Access Networks (LCANs) are community-based college access coordinating bodies supported by a team of community and education leaders representing K-12, higher education, the nonprofit sector, government, business, and philanthropy. These intermediary organizations are committed to building a college-going culture and dramatically increasing the college going/completion rates within their community. LCANs coordinate and expand programs, services and resources that lower barriers preventing students from pursuing postsecondary educational opportunities. LCANs organize community leaders around a singular vision and goal: Increase the community's postsecondary educational attainment level to lay the foundation for a vibrant economy, healthy community and strong workforce equipped to compete in a 21st century global economy. The LCAN will set goals focused on student success, establish a system of data gathering and analysis, report results and hold partners accountable for performance.

ABOUT MICHIGAN COLLEGE ACCESS NETWORK

As the leader in the state's college access movement, MCAN works to improve the futures of Michigan's students and communities by making college accessible to all. MCAN's work centers on one main goal: To increase Michigan's postsecondary educational attainment rate to 60% by 2030. MCAN engages partners statewide who are committed to systems-level change and the reduction of barriers to increase college readiness, participation and completion rates, particularly among low-income students, first-generation college-going students, and students of color. MCAN has helped Michigan's postsecondary attainment rate increase for the 10th consecutive year.

COLLEGE IS POSTSECONDARY EDUCATION

We use the term college to refer to attainment of education beyond high school, including postsecondary certificates and academic degrees.

COLLEGE IS A NECESSITY

Postsecondary attainment dramatically increases an individual's economic independence in a knowledge-based economy.

COLLEGE IS FOR EVERYONE

We work toward changing the systems that perpetuate inequities in postsecondary attainment.

COLLEGE IS A PUBLIC GOOD

Postsecondary attainment is critical to a just and equitable society, strong economy, thriving democracy, and healthy communities.

APPLICATIONS ONLY ACCEPTED ONLINE

Implementation Grant –Application Components

PART 1 – APPLICATION COVER SHEET

Local College Access Network Name: _____

Geography Served: _____

Mailing Address: _____

City: _____, MI Zip: _____

LCAN Coordinator/Contact: _____

Title: _____

Phone: _____ Email: _____

LCAN Coordinator/Contact Signature: _____ Date: _____

Anchor (Fiscal Agent) Name: _____ EIN: _____

Anchor CEO/Executive

Director: _____

Anchor Email: _____ Anchor Phone: _____

Anchor Mailing Address (if different from above): _____

City: _____, MI ZIP: _____

PART 2 – PROPOSAL CONTENT

Narrative Questions:

1. Describe your LCAN's major achievements or milestones to date. Tell us about the work that has changed, not the developmental milestones of the network.
2. Alignment of constituents within the network to each other and the common agenda is a critical step in creating a strategic and coordinated network. What actions has the network taken to create alignment? In your response, please give a specific example of a particular alignment success.
3. According to Charting the Course, step 8 of the recommended planning process is to analyze data to select priority areas. From those priority areas, problem statements and/or action teams are formed to create data-

driven, strategic action plans. Based on the data analysis and leadership team discussions, what are the identified priority areas the LCAN will focus on or the anticipated action teams the LCAN will form during the grant period?

4. What process did you use to determine the identified priority areas in question 3? Specifically, what types of data did you review, who participated in the discussions and what kinds of questions were asked? Another way to think about this question is to ask, how would you defend the selection of these priority areas to the community? This question is used both to understand your process as well as to gather examples of successful LCAN prioritization.
5. How are you sharing your data in a transparent and external manner, meaning, how are you encouraging partners and the community to share accountability of the metrics on your Common Agenda?
6. As a funded grantee, you will be asked to participate in the statewide network created and facilitated by MCAN. This includes, but is not limited to, working with MCAN staff, participating in listserv discussions, sharing resources, attending LCAN convenings, and attending our annual conference. Please state your commitment to making all efforts to be an active participant in this statewide network and attend relevant events.

Please provide the following LCAN items with clear labels:

1. Signed/Endorsed Common Agenda
2. Asset Map
3. Data Dashboard
4. Leadership Team Roster - inclusive of names, titles, organizational affiliation, sector
5. LCAN Organizational Chart
6. LCAN Staff Job Description(s)
7. Other Document – You may attach another document if you feel it would help proposal reviewers to better understand your request.

PART 3 – BUDGET AND BUDGET NARRATIVE

Please complete the following budget form for your Implementation Grant. The Implementation Grant requires a 50% match, of which 50% can be in-kind. For example, for the \$60,000 grant, a Local College Access Network must match \$30,000. Of the \$30,000 match funds, \$15,000 can be in-kind. Matching contributions must be verifiable. Please remember that this is a two-year grant of \$60,000 with \$30,000 paid each year. Your budget should reflect two years of expenses.

	Requested Grant Funding	Matching Funds (Cash)	Matching Funds (In-Kind)	Project Totals
Salaries				
Benefits				
Travel				

Materials & Supplies			
Contractual Services			
Other Direct Costs (See Budget Narrative)			
Indirect Costs (See Budget Narrative)			
TOTALS			

*Please be sure to double-check your math to ensure your columns and rows add up.

Amount Requested: _____

Total LCAN Budget: _____

Budget Narrative: Use the following format to provide detailed budget information to support each line item in your budget for the implementation of the grant. Please use formulas to assist grant reviewers in understanding how your numbers were developed.

Salaries (key and support staff) – Name the individual(s) and/or their titles and provide the percent of time multiplied by their annual salary.

Benefits – Provide the total salaries subject to fringe benefits multiplied by the established rate (please indicate the rate as well).

Travel – Break out costs by purpose of the travel (e.g. statewide meetings in Lansing, travel to partner locations, other relevant travel).

Materials and Supplies – Includes expendable office, meeting and/or educational materials and supplies in support of the project. For the purposes of this grant, please list computers and associated equipment/software as a supply.

Contractual Services – Includes contracted professional services and any sub-awards to partner institutions or organizations necessary for the implementation of the grant.

Other Direct Costs – Includes items that may not fit in the categories above, such as phone/fax/postage and office/space rental.

Indirect Costs – Indirect costs represent the expenses of doing business that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of the organization. Indirect costs

may include: rent, utilities, bookkeeping, IT support, etc. that are not already enumerated above. For the purposes of this grant, these costs may not exceed 10% of the total budget.

PART 4 - ATTACHMENTS

Please attach the following required document with your grant proposal.

- Written verification of matching funds from all contributors

PART 5 – PROPOSAL SUBMISSION

Proposals are only accepted using Michigan College Access Network's online grants system, SurveyMonkey Apply. You can find a link to the system, as well as updated application instructions here: micollegeaccess.org/grants/category/lcan-grants.

1. Prior to writing and submitting your grant, please read the collective impact articles (John Kania and Mark Kramer):
 - a. "Collective Impact" – Stanford Social Innovation Review, Winter 2011
ssireview.org/images/articles/2011_WI_Feature_Kania.pdf
 - b. "Channeling Change – Making Collective Impact Work" – Stanford Social Innovation Review, 2012
ssireview.org/pdf/Channeling_Change_PDF.pdf
 - c. "Embracing Emergence: How Collective Impact Addresses Complexity" – Stanford Social Innovation Review, 2013
ssireview.org/pdf/Embracing_Emergence_PDF.pdf
 - d. "The Equity Imperative in Collective Impact" – Stanford Social Innovation Review, 2015
ssir.org/articles/entry/the_equity_imperative_in_collective_impact
2. MCAN staff is available to conduct a site visit prior to proposal submission.
3. Grants will be reviewed and notified of acceptance within 90 days of submission.

MCAN staff is available to help organizations through the application process.

Once an organization successfully completes the Implementation Grant, it may be eligible to apply for an MCAN Continuous Improvement Grant of up to \$25,000, dependent on available funds and an invitation to apply from MCAN staff.