

# Planning Grant Application

Planning are available for up to \$20,000 and are available to conduct a strategic planning process to organize and initiate a community-based Local College Access Network (LCAN).

## ROLLING GRANT TIMELINE

Planning Grants will be accepted at any time by the Michigan College Access Network (MCAN) offices. Grants are reviewed throughout the year. MCAN is committed to reviewing grants and providing a response to applicants in 90 days or less.

## PLANNING 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 during the planning process in order to be successful and to help position the LCAN to be competitive for future MCAN grant opportunities:

1. Make the Case with Influential Champions
2. Establish an Initial Backbone Support Infrastructure and Continuous Support Infrastructure
3. Conduct a landscape Scan and Create an Asset Map
4. Gather Baseline Data
5. Establish Common Agenda and Dashboard
6. Formalize Backbone Support Infrastructure
7. Align Existing Organizations to the Network
8. Analyze Data to Select Priority Areas

## PLANNING GRANT DELIVERABLES

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

- Endorsed Common Agenda
- Up-to-date Asset Map
- Plan for Backbone Support (Organization chart, staffing plan, position description)
- Data Dashboard
- Identified Priority Areas for Action Planning
- Identified Leadership Team Members and Fiscal Agent (Anchor) for the Network

## APPLICATION ASSISTANCE

MCAN staff is available to provide application assistance. Email Jessica Soja, Strategy Manager, at [jessica@micollegeaccess.org](mailto:jessica@micollegeaccess.org) to request support. MCAN offers a “pre-review” process by request to receive feedback on your grant application prior to formal submission.

## 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: <https://micollegeaccess.org/resources>. A great place for you and your entire

planning 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

Planning grants are available up to \$20,000. It's important to think about what your community needs to assist with the planning process. All grantees will be required to match 25% of their grant award with cash or in-kind support. It's critical to begin the process of sustaining your LCAN from the beginning. Sample expenditures include hiring a consultant/facilitator for the process, meeting materials and/or travel costs to meetings, partners, or MCAN events.

#### 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 in order 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.

## Planning Grant – Application Components

### PART 1 – APPLICATION COVER SHEET

Intended Community(ies) served by LCAN: \_\_\_\_\_

Contact Person/Grant Manager: \_\_\_\_\_ Title: \_\_\_\_\_

Lead Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_, MI Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Initial Fiscal Agent: \_\_\_\_\_ EIN: \_\_\_\_\_

Executive Director/CEO: \_\_\_\_\_ Email: \_\_\_\_\_

Direct Phone: \_\_\_\_\_

Mailing address (if different from above): \_\_\_\_\_

City: \_\_\_\_\_, MI Zip: \_\_\_\_\_

### PART 2 – PROPOSAL CONTENT

Please provide the following:

1. A strong leadership team committed to the overarching goal of increasing the college attainment rates within the community is critical. Planning committee members should represent cross-sector collaboration and be reflective of your community population. MCAN recommends including leaders from the following stakeholder groups:

- K-12
- Postsecondary Education
- Community-based organizations/Nonprofit
- Government/Elected Officials
- Business/Employers
- Philanthropy

- a. List planning committee members currently committed to the planning process, including each member's full name, organizational affiliation and title. Planning committee members should be credible champions and reflective of your community's population. High-level organizational leaders are encouraged for your team. Individuals who cannot commit an organization to decisions are not typically the right fit for the Leadership Team.

- b. What other organizations do you plan to invite to participate in the LCAN planning process?
2. Articulate the community's urgency for change and need for increased postsecondary educational attainment. Include demographic, economic and educational indicators of the community to be served, including current gaps between subgroups (i.e. low-income students, first-generation students, or students of color). List school districts, public school academies, and/or private schools your LCAN intends to serve. Why is an LCAN the right solution to your community's needs?
3. Provide a general outline of the planning grant process including a timeline. See MCAN's recommended planning process on page 1 and in Charting the Course.
4. 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 meetings, 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.

### PART 3 – BUDGET AND BUDGET NARRATIVE

Please complete the following budget form for your Planning Grant. A match of 25% of awarded funds is required in cash and/or in-kind support.

	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)				
<b>TOTALS</b>				

Amount Requested: \_\_\_\_\_

Total Grant 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 planning 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 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 office/space rental and phone/fax/postage.

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 documents with your grant proposal.

- Written correspondence from all confirmed planning committee members indicating a commitment to participate in the planning process.
- Written verification of 25% match funds from all entities providing match dollars.
- Other Documents: Feel free to attach another document, if necessary, for completion of the application as presented.

## **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](http://micollegeaccess.org/grants/category/lcan-grants).

1. Prior to writing and submitting your grant, please read these collective impact articles (John Kania and Mark Kramer):
  - a. “Collective Impact” – Stanford Social Innovation Review, Winter 2011  
[www.ssireview.org/images/articles/2011\\_WI\\_Feature\\_Kania.pdf](http://www.ssireview.org/images/articles/2011_WI_Feature_Kania.pdf)
  - b. “Channeling Change – Making Collective Impact Work” – Stanford Social Innovation Review, 2012  
[www.ssireview.org/pdf/Channeling\\_Change\\_PDF.pdf](http://www.ssireview.org/pdf/Channeling_Change_PDF.pdf)
  - c. “Embracing Emergence: How Collective Impact Addresses Complexity” – Stanford Social Innovation Review, 2013  
[www.ssireview.org/pdf/Embracing\\_Emergence\\_PDF.pdf](http://www.ssireview.org/pdf/Embracing_Emergence_PDF.pdf)

- d. “The Equity Imperative in Collective Impact” – Stanford Social Innovation Review, 2015  
[http://ssir.org/articles/entry/the\\_equity\\_imperative\\_in\\_collective\\_impact](http://ssir.org/articles/entry/the_equity_imperative_in_collective_impact)
2. Grant proposal should not exceed a 12-month time frame.
3. Grants will be reviewed and notified of acceptance within 90 days of submission.

MCAN staff are available to help organizations through the application planning process. Contact us at 517-316-1713.

Once a community organization successfully completes the Planning Grant process, it may be eligible to apply for an MCAN Implementation Grant of up to \$60,000 over two years, dependent on available funds and quality of the application.

APPLICATIONS ONLY ACCEPTED ONLINE