



***Mississippi Higher Education Initiative (MSHEI)***  
**Appalachian Higher Education Network (AHEN)**

**Request for Proposals**

**Mississippi Community Based Teams**  
**Improving Access to Higher Education**

**(Alcorn, Calhoun, Lowndes, Monroe, Oktibbeha, Prentiss, Tippah, and  
Tishomingo Counties)**



**Mississippi Higher Education Initiative**  
**Stennis Institute of Government**  
**The Depot Mailstop 9569**  
**Mississippi State, Mississippi 39762**

**September 15, 2009**



***Mississippi Higher Education Initiative (MSHEI)***  
**Appalachian Higher Education Network (AHEN)**

**REQUEST FOR PROPOSAL**

**Mississippi Community Based Teams**  
**Improving Access to Higher Education**

The Mississippi Higher Education Initiative (MSHEI) invites proposals from community based teams in the Appalachian Region At-Risk counties of Alcorn, Calhoun, Lowndes, Monroe, Oktibbeha, Prentiss, Tippah, and Tishomingo. The purpose of these projects is to encourage and facilitate high school students completion of high school and continuation into postsecondary education. In order to address some of the higher education access issues, funds have been made available for community based teams to implement new or expanded strategies for improving both access to and success in college for traditional and nontraditional students. MSHEI serves as the agency through which these grants are made available.

MSHEI will award four to six grants ranging from \$3,000 to \$5,000 during the initial period, January to June 2009. Each community based team funded during this initial period may also qualify to receive a continuation award for fiscal year 2009-10 ranging from \$5,000 to \$10,000. Proposals will be evaluated and approved and monitored through MSHEI. Proposers are encouraged to provide a 30% match of either cash or in-kind services. Proposals must support new or expanded accessing higher education strategies and may not be used to supplant any current activities. Because these grants are intended to support activities that improve access and success to higher education, budget requests for equipment will be carefully scrutinized and money for salaries for program directors, coordinators, or teachers are not permitted. Grant requests should be for activities during the initial six-month period (January to June 2009) not to exceed \$5,000, and proposed activities for the 2009-10 school year, not to exceed \$10,000.

**Participants submitting proposal must attend the pre-proposal conference on October 7, 2009, at the Hilton Garden Inn in Starkville, Mississippi. Proposals are due in the MSHEI office by October 30, 2009.** MSHEI expects to make awards in **November, 2009** for funding to begin January 2010. Successful applicants will be notified by MSHEI and required to attend a one-day workshop for new program teams to be held in December, 2010, at Mississippi State University.

Application guidelines have been attached that outline the specific areas your proposal should address. Proposals **should follow the page guidelines and must include the program summary.** The MSHEI will be responsible for verification that all fiscal and programmatic conditions of the grant are met. **Quarterly/annual fiscal and activity reports on the program will be required.**

**An original and one (1) copy** of the proposal package must be received by the.

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## **Mississippi Community based Teams Improving Access to Higher Education**

### **Grant Application Instructions and Guidelines**

1. Complete the Summary Page (1 page)
2. Complete Grant Application (see format guide)
3. Compile a chart identifying area businesses that will be involved in the school business alliance/advisory council. (1 page)
4. Include **one** letter of commitment with **signatures of approval from all partners including:** the community based project coordinator, high school principal(s) of participating schools, and at one key business/industry partner.
  - a. The letter of commitment **must** address the following items:
    - i. Abilities and commitment of the coordinator.
    - ii. How the community based team will provide the 30% match, either in dollars or in-kind services. (Please explain.)
    - iii. The understanding that **quarterly and annual reports** of activities and expenditures are vital components of the program and must be submitted by designated deadlines.
    - iv. Why the community based team is interested in increasing the college-going rate.

**Mississippi Community Based Economic Development Teams  
Improving Access to Higher Education**

<p>Summary Page: <i>(must be a single page)</i>          Mississippi Higher Education Initiative Proposal</p>	
<b>Higher Education Community Based Team Lead Agency:</b>	
<b>Team Contact Person: Name, Address, Phone and Email:</b>	
<b>School District(s)/High Schools(s) to be served by the project:</b>	
<b>School(s) Program Coordinator(s) – Name, Phone, and Email:</b>	
<b>Project Title:</b>	
<b>Funding Request: Project Period January to June 2010: _____ (Not to exceed \$5,000)</b>	
<b>Funding Request: Project Period July 2010- June 2011: _____ (Not to exceed \$10,000)</b>	
<b>Summary of Project <i>(brief summary, must fit in this space, 9-10 point font)</i></b>	
<b>Submitted by:</b>	<b>Date:</b>

**Mississippi Community Based Teams  
Improving Access to Higher Education  
Grant Application Format**

**Project Name:** \_\_\_\_\_

**Part 1: Description of Proposal: (not to exceed 2 pages)**

**Part 2: Bulleted List of Program Activities (not to exceed 2 pages)**

**Part 3: Timetable for the Program (not to exceed 2 pages)**

**Part 4: Evaluation of Program (not to exceed 1 page)**

**Part 5: Plan for Building Sustainability (not to exceed 1 page)**

**Part 6: Itemized Budget for January to June 2010 (not to exceed 1 page)**

**Part 7: Itemized Budget for July 2010 to June 2011 (not to exceed 1 page)**

**High School Profile**  
(complete a profile page for each school served)

<b>High School</b>				
<b>Number of Students, 9-12, enrolled in August 2009:</b> <b>Number of Seniors enrolled in August 2009:</b> <b>Size of 9<sup>th</sup> Grade Cohort for Senior Class of 2010:</b>				
<b>2009 Graduation Rate and Dropout Rate:</b>  <b>2008 Graduation Rate and Dropout Rate:</b>				
<b>Number of high school graduate attending post-secondary institutions</b> <small>*Number of students who were enrolled during the graduating class's ninth grade enrollment period.</small>				
Academic School Year	Size of 9 <sup>th</sup> Grade Cohort*	# Enrolled Beginning of Senior Year	# Graduating from High School	# Attending 2- or 4-yr. Institutions
Class of 2008				
Class of 2009				
	# of students earning more than \$500 in scholarships	\$ amount of scholarships for entire class	# of students earning a GED in the year	# of graduates completing the FAFSA
Class of 2007				
Class of 2008				
	9 <sup>th</sup> grade	10 <sup>th</sup> grade	11 <sup>th</sup> grade	12 <sup>th</sup> grade
<b>Current Enrollment</b>				
<b>Number of students on college prep track</b>				
<b># of students who have taken the ACT test</b>				
<b># of students who dropped out of school in 2007-2008</b>				

**Certification and Signature:** To the best of my knowledge, the information contained in this profile is accurate.

**Name (print):** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Title (print):** \_\_\_\_\_

**Selection Criteria for  
Mississippi Community Based Economic Development Teams  
Improving Access to Higher Education**

**Applications will be evaluated against the following criteria:**

**Part 1: Description of the Proposal**

- ◆ Demonstrated need of school(s) to be served by the project:
  - ◆ College-going rates graduates for each school to be served by the project
  - ◆ Educational attainment, poverty level, unemployment rates and ARC designation for the county. (See <http://www.arc.gov/index.do?nodeId=56#Query3> and click on “County Economic Status: Fiscal Year 2006)
- ◆ Demonstrated community/industry/business collaboration and project leadership: List of names/titles of community team members including:
  - ◆ Community economic development personnel,
  - ◆ School administrators, teachers, and staff
  - ◆ Other community members committed to the program.

**Part 2: Activities Used to Improve Access to Higher Education**

- ◆ Activities or programs to be used to improve access to higher education.
- ◆ Collaboration with other agencies/businesses, including colleges and universities.

**Part 3: Timetable for the Program**

- ◆ Detailed schedule of the program to include names of persons responsible for various activities, nature of activities, and the various locations for site visits. Specify activities to be carried out during the initial project period (January to July 2010) and activities planned for the 2009-2010 academic year (July 2010 to June 2011).

**Part 4: Evaluation of Program**

- ◆ Procedure to accurately report the college-going rate for current and future graduating classes.
- ◆ Description of evaluation method used to judge the effectiveness of the program.

**Part 5: Plan for Sustainability**

- ◆ Plans for building capacity and sustainability for continuation of the program beyond the funding period.

**Part 6 Itemized Budget for January to June 2010 & Part 7 Itemized Budget for Continuation Funding (July 2010 to June 2011).**

- ◆ Itemized budget for the program indicating source of matching funds.
- ◆ Narrative explaining projected expenditures.