

How to Apply for a Title III Mini Proposal

The Title III program period is from October 1 through September 30 each year. At the end of the program period, there may be funds available to expend and the funds are compiled for use by other Activity Directors to complete objectives previously approved at the discretion of the Title III Coordinator and Chancellor. This procedure provides step-by-step guidelines for requesting those funds.

Mini Proposal Format

In order to streamline the Mini Proposal process a proposal format was developed by the Title III Office to obtain and review the required information. Once the Activity Director determines that use of the carryover funds are required to further prior approved objectives, the following inquiry should be completed and returned to the Title III Office. The Activity Director should provide the information requested below, (no more than 2 pages in length), and the Title III Office will review and respond to their request in a fairly short turn-around time (usually 10 days) between proposal submission and notification or rejection of award. The format of the mini-proposal will be as follows:

- 1. Activity Title**
- 2. Activity Director**
- 3. Component Title (if applicable)**
- 4. Component Director (if applicable)**
- 5. Unmet/Continuing Program Objective**
- Identify the incomplete program objective from a previous funding year, exactly as worded in your original approved proposal.
- 6. Rationale**
- Briefly describe the reason this program objective was not completed.
- 7. Mini-Proposal Summary**
- Describe how the requested funds will help complete this objective. Identify any special considerations/needs your project may have.
- 8. Budget**
*- Provide your budget request on a separate page. Give **specific details** on how the requested funds will be spent. All expenditures should be directly related to*

the objective you are addressing. Please remember to break out supply, equipment and travel requests with detailed information and price per item type.

All mini-proposals (in MS Word format) should be sent via email **from the current Activity Director** to The Title III Coordinator (Vandalyn Ray via email at vmray@mail.ecsu.edu).

Action	Responsible Party
Request use of carryover funds	Activity Director
Disseminate Mini Proposal Format	Title III Staff
Complete Mini Proposal Format and Return to Title III Office	Activity Director
Review Mini Proposal Request	Requestor's Division Head and Title III Coordinator
Provide Response to Mini Proposal Request	Title III Coordinator
Implement Mini Proposal	Activity Director
Manage Mini Proposal funds	Activity Director
Submit Quarterly Report on use of Mini Proposal funds	Activity Director

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