**APPENDIX B
Letter of Intent to participate in the Invention and Inclusive Innovation (i3) Initiative with the California Community Colleges Chancellor’s Office**

I hereby certify that [Insert College Name], within the [Insert Name of CCC District], intends to participate in the i3 initiative, and if selected for a grant award, will select and commit the required faculty team, and college resources to implement the i3 offering at our College.

Additionally, [College name] have attach a written summary response (maximum of 4 pages) to the fourteen prompts identified in the Letter of Intent Notice

I understand that by submitting this signed Letter of Intent, [College name] is willing to commit college personnel and resources required and necessary to support and ensure the success and completion of the i3 program scope.

## Faculty Participation in Training Only Option:

For colleges interestedin sending a faculty team described above to participate in the training component of the pilot only, please provide written responses for all items except #10, 13 and 14. Please check this option \_\_\_\_\_\_\_\_\_\_.

|  |  |
| --- | --- |
| **Title** | **Signatures** |
| District/College Chief Executive OfficerName, Title |  |
| District/College Chief Instructional OfficerName, Title |  |

DATE:

**College/District Contact List:**

**Pilot Project Team**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Title** | **Email and Phone** |
| CEO |  |  |  |
| CIO |  |  |  |
| CTE Dean |  |  |  |
| Faculty (Business) |  |  |  |
| Faculty (Humanities) |  |  |  |
| Faculty (STEM) |  |  |  |
| Faculty (additional, optional) |  |  |  |

**Supporting Cast**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Title** | **Email and Phone** |
| Academic Senate President |  |  |  |
| Communications/Public Relations |  |  |  |
| Workforce Development |  |  |  |
| Counseling Department |  |  |  |
| Director of Foundation |  |  |  |
| Student Support Services |  |  |  |
| Associated Student President |  |  |  |

**APPENDIX C
i3 Letter of Intent Notice: Written Summary Response and Budget Detail**

[COLLEGE NAME]

Note: Please keep written responses to the items below at maximum of 4 pages with size 12 font for all responses.

1. Please provide current college student demographics and identify students or community groups who will be targeted and recruited to the program. Describe your counseling and career services for underserved populations.
2. Based on description of the i3 program, in what way or how do you see your students and the college benefiting from participating in this effort?
3. Please describe the perceived benefits of the college assembling a cross-disciplinary faculty team (humanities, business, STEM) to participate in training over the grant period? Are there any anticipated barriers in assembling a cross-disciplinary faculty team?
4. Please describe how your college would determine which faculty would be the best fit (for example experience, interest, and commitment) for participation in this program to ensure successful project completion?
5. Please describe the college’s current method(s) in which faculty would be compensate for participation in this grant project.
6. Please explain which department or area this program would best be housed at your college and why?
7. Please describe the college’s goal/experience in growing student engagement in entrepreneurial projects? Why is this important to the college?
8. Please provide the college’s experience working with the community to expand and grow the local/regional entrepreneurial ecosystem, and what current programs are already in place, if any, that are available to support this effort.
9. Please describe programs that the college considers to be innovative that are currently being delivered on campus, including any innovative practices in teaching and learning.
10. Please explain how the CIO and CTE Dean would engage and support faculty during the pilot project and in the delivery of a pilot offering?
11. Please indicate if college faculty is currently utilizing NexusEdge application within its Canvas instance.
12. If applicable, please provide names of faculty and their disciplines at your college who are currently involved with LMIT InvenTeams at local high schools.
13. Please provide an estimate for how the $125,000 in grants funds would be utilized, including estimated amounts for faculty salaries, benefits, and other anticipated expenses in delivery of a pilot offering, and include narrative to explain expenditures.
14. Please identify other sources of funds available at your college that could be utilized to support the i3 program during and beyond the grant period. Please include description of any sources of match or leveraged funds.

**BUDGET ESTIMATE:**

|  |
| --- |
| COLLEGE NAME: |

|  |  |  |
| --- | --- | --- |
| **Expenditure Category** | **Budget Narrative** (description, details, percentage of staff time or hours, etc.) | **Estimated Amount** |
| Faculty & Staff Salaries |  |  |
| Benefits |  |  |
| Operating Expenses |  |  |
| Other |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **TOTAL** | $125,000 |