



President's Innovation Fund Cover Sheet 2025-2026

- This RFP for President's Innovation Funds is for new projects, year 2 projects or year 3 projects only.
- **Signed applications are due 12 noon Friday, March 28, 2025. Please name your proposal as follows, "PIF2026-name of your proposal"**
- **Submit your complete application to the [PTF Dropbox](#).**
- Notification of awardees will occur in May 2025.
- All awarded applications are required to attend an orientation that will include budget management and program assessment.
- It is the responsibility of each PIF project grantee to monitor spending and stay within the approved budget.
- All PIF funds expire at the end of the school year.
- A year-end report is due to Nancy Argarin at argarinn@smccd.edu by the end of the fiscal year or upon completion of the project.

Title of Proposal: _____

Requested by: _____

Amount Requested: _____

No. of times awarded:

Is this your first PIF application? 1st year

Are you asking for 2nd or 3rd year PIF? 2nd year 3rd year

Need for Project: _____

Please provide a short one-paragraph summary of the proposal and benefits to College, Students and /or Community. *(Please make sure, that the information can stand-alone and convey meaning to anyone who has never heard of your proposal before and those outside of education such as your possible funders. Limit to 100 words.)*

Signatures:

Faculty/Staff/Manager

Date

Dean/Department Supervisor

PRESIDENT'S INNOVATION FUND APPLICATION

2025-2026

The Presidents Innovation Fund (PIF) supports creativity and innovation at Skyline College. Faculty, Staff and Management are encouraged to propose ideas that will support the college's [Mission, Vision, Values and Goals](#) and the work of the [Education Master Plan](#).

Any application considered for the President Innovation funds must be directly related to the Education Master Plan:

1. Be an antiracist and equitable institution
2. Increase student enrollment by being responsive to the communities we serve
3. Ensure that all students have the support and resources needed to achieve their educational goals
4. Foster a thriving learning and work environment
5. Cultivate civic-mindedness to empower self and strengthen society
6. Ensure fiscal stability to support the College mission and maintain public trust

Collaboration/partnership with students are welcome. Students must work with a college professional employee.

The President's Council

The major source of funding is the fundraising of the President's Council, a group of dedicated community leaders Skyline College is fortunate to have who actively support the college. The President's Council raises financial support for the President's Innovation Fund by hosting the President's Breakfast every spring. They provide insightful counsel to the college and are truly an asset to the college and our community. The President's Council includes representatives from business, industry, government, nonprofits and other organizations whose interest in a connection with Skyline College provides a strong base of knowledge and support to the President of the College.

Guidelines

Proposals that align with Skyline College's Education Master Plan goals that may include but not limited to addressing enrollment, improving student belonging, and the student experience.

Please follow the instructions precisely:

1. In order for the proposal to be evaluated and considered, please obtain the division dean's signature prior to submission to the President's office.
2. The maximum number of years a particular proposal will be funded by the PIF is three years contingent on completion of the end of the year report.
3. **Signed applications are due 12 noon Friday, March 28, 2025. Please name your proposal as follows, "PIF2026-name of your proposal". Submit your complete application to the [PIF Dropbox](#).**
4. Awards will be announced by May 2025. The proposals are selected by the executive committee of the President's Council in consultation with the President and cabinet.
5. Any collateral materials (marketing, video, etc.) created, produced and/or distributed in relationship to all awarded PIF grants must receive approval from the Marketing Office per college guidelines.
6. Awardees are expected to appear in the promotional video, may present to the Board of Trustees, and to the President's Council. Awardees may be expected to submit Skyline Shines articles announcing the launch, mid/update and completion of the proposal (minimally, a total of 3 articles for the year) using the [publication guidelines](#).

A complete proposal must contain the following:

1. **Narrative: (Please attach a narrative with the following sections)**
 - a. **Description of the project (not to exceed 1 page)**
 - Describe the need and what you propose be done to address the need.
 - Describe how this proposal supports the priorities of Skyline College
 - Identify the goals and objectives as it related to the Education Master Plan and/or Student Equity Plan
 - Outcomes
 - b. **Sustainability Plan (not to exceed ½ page)**
 - How do you envision this as a project that could become a permanent part of the college?
 - c. **Project Lead Experience and Qualifications (not to exceed ½ page)**
Please describe the qualifications of the project leader and of others who will be involved in the project
2. **Action Plan** (See attached form)
3. **Budget Forms**
 - a. Detailed line-item budget. (See attached form)

I. Narrative:

- a. **Description of the project (not to exceed 1 page. Section details available on page 3)**

a. **Sustainability Plan** Not to exceed ½ page. Section details available on page 3.

b. **Project Lead Experience and Qualifications** Not to exceed ½ page. Section details available on page 3

PIF Action Plan

Proposal Title _____

Goal: <ul style="list-style-type: none"> • What is the long-term aim – It should be Specific, Measurable, Achievable, Realistic and Timely (SMART) • Identify which Strategic Goal(s) in the EMP does your plan align with. 					
Objective (What is the concrete attainment to move toward the goal?)	Activities (What will you do to meet the objective?)	Timeline (When will you complete this component?)	Person Responsible (Who is the responsible person for completing this objective?)	Evaluation/Deliverable (How will you know you have reached the objective?) <i>NOTE: Evaluation Report is due no later than May 23, 2026.</i>	Resources Needed (What do you need to make this possible?)

**President's Innovation Fund
Budget Worksheet
2025-2026**

Title of Grant:

Requested by:

Amount Requested:

The Budget for this project should be designated in the following appropriate categories:

1451	Counseling Salaries (pt-counseling)	\$ _____
1495	Other Certificated Salaries (Faculty at Special Rate)	\$ _____
2392	Student Assistant Salaries (Hourly)	\$ _____
2394	Short-Term Hourly-Classified (Hourly)	\$ _____
2341	Clerical Overtime	\$ _____
3999	Employee Benefits	\$ _____
4510	Supplies (\$500 or less)	\$ _____
4511	Non-Inventoried Equipment (at least \$500 and up to \$5,000)	\$ _____
4580	Central Duplicating	\$ _____
5130	Contract Personnel (Independent Contractors)	\$ _____
5211	Conference Expense - In State	\$ _____
5212	Conference Expense – Out of State	\$ _____
5220	Mileage	\$ _____
5621	Software and Software License	\$ _____
5621N	Software License – Non-Taxable	\$ _____
5680	Contract Transportation	\$ _____
5690	Other Contracted Services	\$ _____
5694	Contracted Printing Services	\$ _____
5820	Postage	\$ _____
6450	Inventoried Equipment (Over \$5,000)	\$ _____
7602	Payments to or for students for scholarships	\$ _____
7677	Payments to or for students for transportation	\$ _____
7678	Payments to or for students for meals	\$ _____

TOTAL \$ _____

Payments to or for students must be reported to Financial Aid and applied to the student's accounts.



President's Innovation Fund (PIF)

Financial Accounting Process

PIF Project Grantee(s) shall adhere to the College and District processes for reimbursement, purchasing and procuring contracts for services. Submit all approved requests for payment, receipts for reimbursement, independent contracts, service agreements, and timesheets to the Skyline College Administrative Services office for processing. Information on College Purchasing Procedures and Contracts can be found in the [District Downloads](#). Further information on the processes will be provided at the PIF Orientation.

PIF Support

Additional support for you in planning and presenting your PIF projects is available and can be provided by the College Marketing, Communication, and Public Relations Department and the Planning, Research and Institutional Effectiveness Department. These include:

- Event Planning Information, Calendaring, and Support
- Promotional Materials, Advertising, Press Releases
- Research and Assessment

For any additional information regarding your funds and account procedures, please contact your Division Assistant or Dean. If you need further assistance, please contact Nancy Argarin at Skyline College Administrative Services, extension 4406.

Timeline

- Deadline to submit the application is Friday, March 28, 2025.
Please name your proposal as follows, "PTF2026-name of your proposal"
Submit your completed application to the [PTF Dropbox](#).
- Applicants will be notified by May 2025.
- A fiscal and year-end report is due May 22, 2026. Send the report to the following:
 - Joe Morello, Paul Cassidy, Cherie Colin, Nancy Argarin
- More information on these reports will be provided at orientation.

Please note:

- Remember to communicate with your Division Deans of the progress of your PIF project.
- When planning your event sponsored by the PIF funds, please email Cherie Colin and Theresa Tentes, with the President's Office the details of when, where, and title of the event so the President's Council may be informed of your event.
- All awarded applications are required to attend an orientation that will include budget management and program assessment.
- It is the responsibility of each PIF project grantee to monitor spending and stay within the approved budget
- A fiscal and year-end report is due May 22, 2026. Send the report to the following:
 - Joe Morello, Paul Cassidy, Cherie Colin, Nancy Argarin.
- All PIF funds expire at the end of the school year June 30, 2026.