



**MS. MACKENZIE SCOTT'S GIFT:  
President's Initiatives for Student Success, College Growth and  
Stakeholders' Engagement**

**Request for Proposals**

**Submission Deadline:  
Tuesday, October 11, 2022**

**Background**

The President's Initiatives for Student Success, College Growth and Stakeholders' Engagement has been created with the generous support, the largest ever donation to Eugenio María de Hostos Community College, from philanthropist and author Ms. MacKenzie Scott. With her generous gift, Ms. Scott recognizes Hostos' significant contribution to the South Bronx communities it has served with quality academic programs, hope, care and understanding for the past 54 years. A significant portion of this magnificent gift has been invested to ensure returns for many years to come and in support of our Strategic Plan. Part of this gift is also being used, supplemented by additional fundraising, to drive and support a number of important initiatives designed to enhance the educational experiences of our students and encourage innovation in teaching and learning strategies.

Under the guiding vision of President Daisy Cocco De Filippis and the collaboration of faculty, staff, alumni, and student members of the Hostos Advisory Corp (HAC), nine initiatives were piloted in Spring and Summer 2022:

1. Families United in Education
2. Mentor/Mentee Jobs on Campus
3. Hostos Research Center
4. Hostos Mentoring and Supporting Students in 2+2+2 Program
5. Hostos External Internships Program
6. Bridge Tuition Support Assistance Fund
7. Educating for Diversity
8. Workforce Initiative
9. Ms. MacKenzie Scott Excellence Awards

The initiatives were designed to build upon the foundations that Hostos has laid to achieve the following goals:

- advance academic excellence by building a strong college-going culture;
- provide social and emotional supports for students and their families;
- increase and enhance career development efforts;
- build stronger connections between students and faculty;
- build a thriving research center that will generate and test innovative ideas and interventions across all disciplines;
- promote opportunities and spaces to generate thoughtful discussions centered on diversity, equity, and inclusion to support genuine community-building.

The President and HAC members are encouraged by the positive response from the college community to these various initiatives and seek to invite the creation of one or two new pilot initiatives to be offered under the Ms. MacKenzie Scott's Gift: President's Initiatives that will advance these goals.

**RFP Opportunity:** As the college embarks on a new strategic planning process, we envision this is an opportune time to invite the college community to submit proposals for new initiatives that can address the key focus areas of our student-centered mission in the areas of enrollment, retention, graduation, and transfer opportunities that will advance students' career development and socio-economic mobility. Initiatives that seek to build a welcoming community that promotes all forms of diversity and multiculturalism and that connects students to leadership and community service opportunities are also welcome. We are seeking initiatives that can provide valuable insights into strategies that advance our mission and that can attract new engagement from prospective funders and community partners.

Proposals are invited from the Hostos college community for innovative projects that can be implemented over the course of three to four months or the academic year. Proposals can address any of the following needs/areas, which are aligned with the college's six-fold mission pillars:

- support **enrollment, retention, and graduation**;
- increase academic success through intentionality in **advisement**;
- increase and support **transfer** opportunities to undergraduate/graduate education;
- promote **student health and wellness including efforts that address food insecurity**;
- provide students with opportunities for **service learning and civic engagement**;
- support the needs of **undocumented/immigrant students**;
- engage **alumni as mentors** and/or other student support roles;
- increase **student exposure and engagement in cultural learning experiences**;
- connect students to **career development opportunities** in the creative arts, digital/multimedia design, and technology industries;
- activities designed to contribute to a more **inclusive and equitable college climate** for students, staff, and faculty;
- new **creative ways designed to improve the learning experience** for Hostos students and promote greater access to educational, social-emotional, career development and other community resources. This can include re-envisioning and/or restructuring any of the current pilot initiatives.

The Request for Proposals encourages proposal submissions that explore the integration of equity and inclusion in curricular and extra-curricular activities, create awareness and understanding of our college's diverse student population needs, and develop strategies to address disproportional student outcomes and/or improve equity-focused interventions.

The committee also encourages proposals that reimagine our current recruitment, enrollment and onboarding experience processes including, but not limited to, ideas that build on college and community data and trends. This includes proposing ways to integrate the work of advisement units with academic departments, and creating comprehensive onboarding and first year experiences that propel students' academic motivation and momentum for credit accumulation. The Request for Proposals also encourages proposals for initiatives that can be sustained beyond the grant period through integration into existing processes and/or plans for securing external funding.

## Grant Information

**Estimated Number of Grants:** One to two new initiatives will be selected for the 2022-23 academic year.

**Available Funding:** Funding will be available for short-term or long-term projects.

- (1) Short-term project (3 to 4 months) with budget requesting up to \$10,000.
- (2) Long-term project (academic year) with budget requesting up to \$20,000.

## Eligibility

- Hostos faculty and staff from any academic department, program or administrative office may apply. Hostos full-time faculty/staff member must serve as the Project Director.
- Hostos faculty/staff are encouraged to collaborate with student(s) and/or student/alumni groups.
- Students that are currently enrolled and in good academic standing must apply in collaboration with Hostos full-time faculty/staff who will serve as a mentor on the project.
- Student participants in any proposed activities must be enrolled in Hostos during the 2022-23 academic year.
- Cross-disciplinary applications engaging more than one department/program are encouraged but not required.

## Timeline

RFP Q&A Session will be held on **Thursday, September 22nd, from 4:00 – 5:00 pm.** [Click here to register.](#)

**Proposal Deadline:** Tuesday, **October 11, 2022, at 11:59 PM.** See Proposal Preparation Instructions for submission.

**Award Notification: Monday, Oct. 24, 2022.**

**Project Period:** All funded initiatives must be implemented during the period of November 1, 2022 - May 31, 2023.

**Mandatory Information Session for Awardees:** All awardees will be required to attend a mandatory session on **Nov. 4, 2022**, to learn about the administrative processes required for implementing the grant, reimbursement procedures for expenses, purchasing, and payment processing.

## **Proposal Preparation**

Proposals must include the following:

1. Cover Page (see Template provided below)
2. Abstract – A 200-word summary of the proposed initiative/project detailing the needs being addressed, goals and objectives, activities, and expected outcomes.
3. A description of the proposed initiative in a maximum of three (3) pages (single spaced, 12-point font, one-inch margins). The description must include:
  - a. A brief statement outlining the defining characteristics of the initiative, the anticipated benefits and impact. What specific problem, need, or concern does it address? What is unique about your initiative? Why is it important to undertake now? (10 points)
  - b. A summary statement outlining how the proposed initiative aligns with one or more of the college’s mission pillars and will support the goals of the Ms. MacKenzie Scott’s Gift: President’s Initiatives. (10 points)
  - c. Detailed description of the proposed initiative that includes the following (70 points):
    - i. target population including anticipated number that will be served and characteristics (5 points);
    - ii. goals and objectives (15 points);
    - iii. proposed activities (15 points);
    - iv. strategy/methodology and timeline to be used in the development and implementation of the initiative (20 points);
    - v. anticipated outcomes and deliverables (15 points).
    - vi. Names of all proposed collaborators (if applicable).
4. Relevant references/citation lists (when applicable). The reference list should be no more than 1-2 pages and does not count toward the three-page narrative limit.
5. CVs for Project Director and Co-Director (if applicable).
6. A budget that details the proposed expenditures along with a complementary narrative description (10 points).
  - a. Funds can be spent on stipends for students/alumni, MetroCards for students, office supplies, activity materials (i.e., books, art supplies), equipment (up to \$2,000 but may not include laptops), honorariums for (outside of CUNY) speakers (up to \$500 per speaker), tickets to local cultural events/activities, food/refreshments for events, and other related expenses. All selected items/purchases must be from approved Hostos/CUNY vendors.

- b. Unallowable expenses include full and part-time faculty/staff salaries and travel outside NYC.

## **Expectations**

Successful applicants will be asked to produce a narrative and financial report documenting their activities under the grant, their use of funds, and outcomes of the initiative. For short-term projects (conducted over three to four-month period), the report will be due 30 days after the completion of all proposed activities. For initiatives completed over the course of the academic year, a mid-year report summarizing the completed activities will be due on February 28, 2023, and a final report detailing all activities, outcomes achieved, and expenditures will be due on June 30, 2023.

Successful applicants will be expected to collaborate with the Research Programs Director in the collection of data pertaining to the proposed initiative to assess implementation, lessons learned, and participant outcomes. Assessment data will be integrated into the overall evaluation of the Ms. MacKenzie Scott's Gift: President's Initiatives. Grantees will also be invited to provide updates at Hostos Advisory Corps meetings and participate in any related events that showcase the Ms. MacKenzie Scott's Gift impact on the college community.

In addition, the successful applicant(s) will be expected to acknowledge support from the Ms. MacKenzie Scott's Gift: President's Initiatives in any project related publications (i.e., journal articles and books), creative work, or other products that result from the grant. The Project Director must be personally and actively responsible for the conduct of the proposed initiative and the related activities and to follow all Hostos Community College and CUNY administrative and fiscal processes.

## **Submission**

Proposals must be submitted via Microsoft Office link here: <https://forms.office.com/r/pdBcT0zQpY>. **Use CUNYFirst log-in to access.** Application must include the following components:

1. All requested contact information on the Cover Page for the Project Director and a proposal summary (a 200-word abstract).
2. Project Narrative (no more than 3 pages) and any relevant references/citations, and Project Director CV.
3. Budget and budget narrative.

## **Review & Evaluation Criteria**

A committee of faculty and staff members from the Hostos Advisory Corp will evaluate and score the proposals and recommend awards to the President. The President will make the final decision on the awards.

Please direct inquiries to Sofia Oviedo at [soviedo@hostos.cuny.edu](mailto:soviedo@hostos.cuny.edu).

## Cover Page

**Name of Initiative:**

**Name(s) of Project Director(s):**

**Department Affiliation:**

**Project Director Email Address:**

**Project Director Phone:**

**Start Date:**

**End Date:**

**Requested Budget Amount:**

**Abstract:** (Provide a 200-word summary of the proposed initiative/project detailing the needs being addressed, goals and objectives, activities, and expected outcomes. This will be the description used for award announcement.)

## **Narrative Description of the Project**

*No more than 3 pages (single-spaced, exclusive of budget, references and citations, and relevant CVs, with one-inch margins and 12-point font.*

## Budget and Budget Narrative

Please provide an itemized budget and budget narrative that details the proposed expenditures. Note that full and part-time faculty/staff salaries, and travel outside NYC are not allowable expenses.

Budget Categories (allowable)	Est. Cost per Item	No. of Items	Total Requested
Student Stipends			
Speaker Honorariums (up to \$500 for non-CUNY speakers)			
Activity Materials			
MetroCards for Students			
Equipment (up to \$2,000)			
Food/Refreshments for events			
Tickets for cultural events/activities			
Office Supplies			
Other related expense			
<b>Grand Total</b>			

**Budget Narrative:**