

Budget Request and Proposal Form



Guiding Principles

- This process is for larger scale items that department or program budgets are unable to fund on their own.
- Requests are for nonrecurring costs, for example not those that entail annual supply or personnel costs.
- Funds obtained through this process can be used only for the item or items requested.
- Funds received through this process must be used during the fiscal year they become available. Funds will not carry over.
- If request is for equipment or machinery, the proposal must specify how ongoing maintenance or licensing will be paid for through the department or program budgets.
- There is a commitment from administration to use at all possible existing budgets and funds to meet the needs of the program.

Submitter/Contact: (Name of contact for this request)

Date: (Date submitted)

Proposal reference number: (For administrative use only)

Section I: Proposal Information

1. Title of Request:
2. Description of Request: (Provide a detailed description up to 200 words)

3. Justification for Request: (Paste relevant information from Part IV of the associated ARPD that provides a reason for the expense)

4. Estimated Cost of Resources: Provide a projection of costs of this request, including a line-item breakdown of the expenses.

Funds requested:

Breakdown of the costs:

Section II: Proposal Justification

1. This request is in line with the College's Mission Statement?
2. Support of the Honolulu Community College Strategic Plan: Detail how the requested funds will help the College achieve one or more specific goals of the Strategic Plan (up to 200 words).
3. Impact of the request: List other programs or offices that may be impacted by this request and state whether or not they have been notified.

Section III: Other Funding

I confirm that the unit does not have any special funds, grants, or UH Foundation funds to support this request.
(Comment optional)

I have applied for grant or other funding but I am waiting to see if it will be approved.
(Provide details including amounts.)

Section IV: Proposal Review

Division Chair: I have reviewed and support this proposal.

Program/Division Dean: I have reviewed this proposal for completeness.

Section V: For administrative use only

This section is to be completed by the Vice Chancellor for Administrative Services (VCAS).

This request relates to health and safety

This proposal relates to facilities improvement or repair

Budget Request and Proposal Form Explanation

Preliminary:

Name of proposer and date. (The VCAS will assign a reference number, as in the past.)

Section I

- 1) The title of the request gives the reader an idea of the proposal.
- 2) Description of request -- The explanation should be succinct, telling the reader clearly in a paragraph or so (a) the purpose of the proposal, (b) how it will improve or support the program, and (c) how it affects students and the college. (No more than 200 words.)
- 3) Justification for the Request -- This section is filled by copying and pasting relevant information from Part IV of the program's ARPD. This change makes it much easier for the proposer and the reviewer as well. With the ARPD information in the form, the reviewers do not need to seek for other documents to understand the request.
- 4) Estimated cost of the request as well as the breakdown of those costs. Funds can be used only for items listed.

Section II

- 1) Confirm with a check mark that the request is in line with the college's mission statement.
- 2) Detail in a paragraph or so how the request supports the college's strategic plan. Note one or more specific goals.
- 3) Note the impact the request might have on other programs. Those programs should be notified.

Section III

- 1) Confirm that the program does not have special funds, grants, and so on that could be used. If there is a reason those funds cannot be used for the request, include them in the comment section.
- 2) Note whether the program has applied for grants or other funding. If so, provide an explanation in the comment area. Because approval of grants and other funding is never certain, the applications are not to affect the rankings of the proposals. Knowing this only helps understand (after the rankings are completed) what other requests have a possibility of being funded in case the grants or special funds are obtained.

Section IV

- 1) Division chair support
- 2) Program/Division Dean to confirm the proposal is complete

This form eliminates sections that were redundant and puts all the information a reviewer needs in one form.