

Proposal Title: [Click here to enter text.](#)

Originator and Position: [Click here to enter text.](#)

Area Administrator: [Click here to enter text.](#)

Budget Account Code: [Click here to enter text.](#)

*Total Amount Requested: [Click here to enter text.](#)

*Resource Allocation Request Form must be submitted for any request over \$500.

Please check:

| | | |
|--|---|----------------------------------|
| One-Time Funding: <input type="checkbox"/> | On- Going Funding: <input type="checkbox"/> | Safety: <input type="checkbox"/> |
|--|---|----------------------------------|

Please explain your budget request below and include: 1) Identified need 2) Why is the request timely and important? 3.) How was the need identified? 4.) Explain the funding time-frame check above (i.e., one-time, on-going). (Max 250 words)

If you checked safety, please provide your explanation and skip to Section VI for funding request.

[Click here to enter text.](#)

Section I – Program Review and Learning Outcomes - 20 Points

1.) Explain how this budget request supports your program review. (10 points)

[Click here to enter text.](#)

2.) Explain how this budget request will support the achievement of outcomes (SLOs, ALOs, PSLOs, ISLOs, SSOs).

[Click here to enter text.](#)

Section II – Alignment with Institutional Priorities via the Strategic Plan – 20 Points

1.) How is your request aligned to the strategic goals below? Check all that apply. Click for the 2016-17 Prioritization Allocation Rubric (PAR) for points-weighting during scoring. (*will be hyperlinked*)

[2016-2020 Strategic Planning Goals:](#)

[Click here to enter text.](#)

- | |
|---|
| <input type="checkbox"/> 1. Promote and increase student success, emphasizing educational planning, basic skills and timely completion. |
| <input type="checkbox"/> 2. Strengthen the college/District fiscal position. |
| <input type="checkbox"/> 3. Maximize access to programs and services throughout the region. |
| <input type="checkbox"/> 4. Through the use of technology, increase access to educational programs and services. |
| <input type="checkbox"/> 5. Increase and coordinate Workforce and Economic Development activities that are designed to meet the needs of employers and improve student employment and success in Career Technical Education programs. |

2.) Please describe the connections between the goals you checked and your proposal. (200 words maximum) (20 points)

[Click here to enter text.](#)

Section III – Alignment with Institutional Plans - 20 points possible

Explain how your proposal is supported by the following plans: 2017-2022 Educational Master Plan (5 points), and/or Facilities Master Plan (5 points). [See portal site](#)

[Click here to enter text.](#)

Section IV – Goals and Measurable Outcomes – 30 points possible

1.) Describe your goal(s) for this project (15 points). How will this request help improve student learning in the course and/or program?

[Click here to enter text.](#)

2.) What are the measurable outcomes for this request? Explain how your outcomes are tied to your program review and SLO's/PSLO's/ISLO's/AUOs (15 points).

[Click here to enter text.](#)

Section V – Implementation Plan -10 Points Possible

1.) What are the steps that you will take or need to be taken to implement this proposal?

2.) Who is in charge of implementing the project? [Click here to enter text.](#)

3.) What are the projected start and end dates? [Click here to enter text.](#)

4.) What other departments will need to assist with the acquisition/implementation of the project?

Click here to enter text.

Once you have completed this entire form, please email to the Program Review/Budget Resource Committee Chair.

Section VI - Projected Expense Profile

For the object codes and titles below, please indicate the monetary amounts requested.

Object Code 4XXX

Supplies and Materials: [Click here to enter text.](#) Amount requested: [Click here to enter text.](#)

Supplies and Materials: [Click here to enter text.](#) Amount requested: [Click here to enter text.](#)

Supplies and Materials: [Click here to enter text.](#) Amount requested: [Click here to enter text.](#)

Object Code 5XXX

Services: [Click here to enter text.](#) Amount requested: [Click here to enter text.](#)

Services: [Click here to enter text.](#) Amount requested: [Click here to enter text.](#)

Services: [Click here to enter text.](#) Amount requested: [Click here to enter text.](#)

Object Code 6XXX

New Equipment/Building or Site Improvements: [Click here to enter text.](#) Amount requested: [Click here to enter text.](#)

New Equipment/Building or Site Improvements: [Click here to enter text.](#) Amount requested: [Click here to enter text.](#)

New Equipment/Building or Site Improvements: [Click here to enter text.](#) Amount requested: [Click here to enter text.](#)

*Click [here](#) for WHCCD Chart of accounts if you do not have the budget codes corresponding to your request.

If a **Classified/Administrative Personnel** Prioritization Request is being submitted in tandem with this request, what additional space, if any, is needed to accommodate this position.: [Click here to enter text.](#)

For **equipment and technology requests**, will additional space be needed to accommodate the requested equipment? If so, where is the proposed location? [Click here to enter text.](#)

- Will requested equipment require maintenance agreements or support personnel? If so, what the projected costs? [Click here to enter text.](#)

Please list future year anticipated needs and estimated financial needs. NOTE: This section refers to any anticipated funding not addressed by this request but required in the future. **This will not be automatically funded.** A new must be completed in the future.

Fiscal Year: [Click here to enter text.](#) Anticipated need: [Click here to enter text.](#) Estimated amount: [Click here to enter text.](#)

Resource Allocation Request | 2018-19

Fiscal Year: [Click here to enter text.](#) Anticipated need: [Click here to enter text.](#) Estimated amount: [Click here to enter text.](#)

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Once you have completed this form in its entirety, please email the Program Review/Budget Resource Committee Chair.

***Mission:** WHCC is committed to inspiring learners for success by ensuring students from diverse backgrounds have the opportunity to achieve their educational goals by providing transfer, career/technical, and basic skills programs, and lifelong learning. The college fosters its students' ability to think critically and creatively, communicate effectively, reason quantitatively to make analytical judgments, and understand and appreciate different points of view within a diverse community.*