

**Chabot-Las Positas Association of Retired Employees  
CARE Fund Special Projects Grant Program  
2017-2018 Application Form**

**Please mail completed form to:**  
CARE Grants, c/o Bill Threlfall  
11 Woodside Glen Court  
Oakland, CA 94602

**Deadline: November 13, 2017**  
Award announcement: December 1, 2017

**Applicant Information**

Name Shoshanna Tenn Site:  Chabot  LPC  District Office  
Campus e-mail address stenn@chabotcollege.edu Campus phone number 723 7434  
(or home phone if no campus phone is available)  
Division or Department Language Arts/WRAC Name of Dean/Mgr/Supervisor Mattern

**Project Information**

Name of project WRAC Improvement: couch + banner  
Amount of grant requested (see guidelines) \$665 Expected completion date for project Spring 18  
Who will be responsible for completion of the project? Shoshanna Tenn

Description - Provide a brief overview of project plan:

The WRAC Center is a wonderful resource, but it is hard to find and not as cozy as it could be. We would like to purchase a new sign and a couch for students to use while in the WRAC.

Outcome - Clearly state the outcome to be attained by the project. Be specific.

A stand-up banner with the WRAC name and logo, placed next to the Learning Connection front door, will help direct students. A couch will help transform the WRAC from a sterile, white room to a comfortable, inviting space. +

Budget - Expenditures must conform to this budget. Total budget should equal award request.  
List each planned expenditure, showing: \$ amount, payee, item description.  
Example: \$56 to AcroScientific for laser pointer (Provide additional narrative if desired.)

\$283 to Abacus products for a stand-up banner.  
(<http://www.abacusproducts.com/>), (\$212.75 plus \$20 shipping and taxes). See the ZBIOH-KAJRU (24" Economy Retractor Kit).  
\$382 to IKEA for a BRÅTHULT sofa in Borred gray-green (\$249.00 + tax + \$99 delivery.) Article Number: 692.178.08.

Benefits - Please briefly explain how the project will **improve service to the colleges** in your area of work responsibility. Describe what problem the project will solve, and how long the benefits will last. Be Specific.

To get to the WRAC, you have to go through four doors. A stand-up sign outside the LC will let students know we're here. A couch will improve the look and vibe of the WRAC so students don't feel "punished" when they come in for tutoring.

**Agreements:** I agree to complete the project as described above and then provide a one-paragraph outcome report including a digital photograph to CARE. (due: June 20, 2018 or by the above completion date. )

I understand that grants will be payable to the College/District and grant purchases will become CLPCCD property.

Applicant's Signature  Date 11/7/17

I agree to provide fiscal oversight:  
Dean/Mgr/Supervisor's Signature  Date 11/8/17