

Minor Program Project Request Form

Requests due: April 3, 2026

College: _____
Project title: _____
Project location: _____
(campus/building/site) _____

Project Description

Brief Project Description (1–2 sentences):

What is the problem, and why is this project necessary?

What happens if this project is not funded by the State?

What is the proposed solution?

Project Benefits and Alignment

What benefits will this project provide to the college?

Will this project increase access or improve space utilization? Yes No

If yes, describe and identify the estimated net change in FTE capacity, if applicable:

Will this project improve access for underserved or underrepresented students? Yes No

If yes, explain:

How does this project align with the college's facilities master plan, strategic plan, and institutional goals?

Cost, Funding, and Schedule

Cost Summary:

Cost Category	Amount (\$)
Consultant / AE Services	
Design	
Construction (MACC)	
Equipment	
Contingency	
Sales Tax	
DES Fee (for non-state funding)	
Total Project Cost*	

Funding Summary:

Funding Source	Amount (\$)
State Appropriation	
Local Funding (specify account)	
Other (specify source)	
Total Funding*	

*must equal

Anticipated Project Schedule:

- Project can be completed within the funded biennium
- Schedule risks exist (briefly explain):

Eligibility Confirmation (check all that apply):

- Does not increase built area
- Does not support enterprise activities
- Does not procure property
- Has no operating budget burden
- Does not include lease payments or Local Improvement District costs

Prepared / Submitted By

Name: _____ Title: _____

Email: _____ Date: _____