



Hispanic Association of Colleges and Universities  
Grow with Google Hispanic-Serving Institutions (HSIs)  
Career Readiness Program  
Micro Grant Application

Institution Name: \_\_\_\_\_

Institution Address: \_\_\_\_\_

Point of Contact (Name & Title): \_\_\_\_\_

POC's email: \_\_\_\_\_ POC's Phone: \_\_\_\_\_

**Scope of Work** (Please address the following questions in your proposal.):

- Please provide a summary (not to exceed 500 words) and a complete scope of work in a Word document.
- What is the size and capacity of your career service center? What is the center's annual budget for this academic year? Is this an increase or decrease from previous academic years? How many students did the center serve in the previous academic year and in what format (i.e., in person, virtual, or hybrid)?
- How will your institution use these funds to advance the goals and objectives of the Grow with Google Hispanic-Serving Institutions Career Readiness Program?
- How will your institution select students to participate in the GwG HSI CRP or will the program be available to all students?
- How will your Career Services Center incorporate hard and soft skills development using hybrid technology?
- How will your Career Services Center incorporate resume writing and interview skills development for this cohort?
- How will your Career Services Center work with other departments on campus to implement GwG HSI CRP?

**Budget**

- Amount of request (not to exceed \$25,000 and *must be used for the period between Oct. 2021-Dec. 2022*): \_\_\_\_\_.
- Please submit a tentative budget for these funds. Budgets can be uploaded in Excel or Word.

**Additional Information:**

- What is your contingency plan? How will you be able to move this project forward if the full amount requested on this application is not granted?
- Please share with us any additional information that is relevant to this request.

Please submit your final proposal by **Friday, October 1, 2021**, to Jeanette Morales, Executive Director for Student & PK-12 Services, at [jeanette.morales@hacu.net](mailto:jeanette.morales@hacu.net). Any questions or comments can also be directed to Ms. Morales.