2026-2027 Resource Allocation Process

Funded by the American Financial Solutions Grant | **DRAFT**

Note: The edits to the Resource Allocation Process for 2026-2027 were made in consultation with previous Budget Task Force members and RAP applicants. The changes aim to make the process more fair, clear, and streamlined for everyone involved.

What is the Resource Allocation Process (RAP)?

Each year the North Seattle College Foundation Dba American Financial Solutions (AFS) allocates funds to be specifically used for one-time investments. 65% of these funds are to be used for expenditures that **directly benefit students** (think scholarships, student stipends, etc.) while the remaining 35% can be used to **build our institutional capacity** (think security cameras, staff development, etc.).

Purpose of RAP Funds

The Resource Allocation Process allows college employees to request short-term funds that will be used in one academic year to meet departmental and student needs. The goal is to provide students, staff, and faculty with additional capacity to create a richer college experience.

2026-2027 RAP Funds

For 2025-2026, there is $350,000 to be awarded with a maximum award of up to $25,000. If the request is beyond $25,000, applicants will need to provide additional justification.

Funds are to be used starting July 1, 2026, and exhausted by June 30, 2027. After funds are exhausted, recipients will submit a report to the Budget Task Force describing how the funds were used and assessing their effectiveness.

Instructions to Applicants

The Resource Allocation Process is comprised of two steps: 1) an application and/or 2) a 10-minute Q&A Session. Departments/individuals interested in requesting funds will follow the steps outlined below.

1. **Submit the Invest in the [Future Funding Request Application](#)**
   The application is comprised of three sections: 1) applicant information, 2) request description + rationale, and 3) sign up for the Q&A Session.

   DUE DATE: ██████ (late submissions will not be considered)

2. **Attend a 10-minute Q&A Session with the Budget Task Force**
   Each applicant will attend a virtual 10-minute Q&A Session. During the session, the Budget Task Force will have an opportunity to ask clarifying questions about your application to ensure your request is assessed as fairly as possible. Applicants will sign up for a time slot when they complete their application.

   Q&A Dates: ██████

Assessment & Rubric Information

This year, we have [two rubrics](#), one for requests that 1) **directly benefit students** and a second for requests that 2) **build our institutional capacity**. Applicants will indicate which type of funding request they are making in their application.

The Budget Task Force will assess all RAP requests using the appropriate rubric. Requests should meet the following criteria:
- Be a short-term request (used within one academic year)
- Not be covered by other funding sources
- Embody our [Core Themes](#): 1) Centering Students (Advancing Student Success/Excellence in Teaching and Learning), 2) Thriving Communities (Build Sustainability Community, and 3) Honoring Each Other ~~AND/OR~~
- ~~Build institutional capacity~~

Requests do not have to meet all items on the rubric! However, requests receiving higher total scores will be given first consideration.

Instructions for Award Recipients

1. Award recipients will be alerted by email if their funding request is selected. The email will include:
    a. Award amount
    b. Budget code(s)
    c. Instructions for use
    d. Assessment tool & instructions

2. Funds are to be used starting July 1, 2026, and exhausted by June 30, 2027. Funds cannot be used prior to July 1, 2026.

3. After funds are exhausted, recipients will submit the RAP Funds Assessment Report to the Budget Task Force describing how the funds were used and assessing their effectiveness. Reports should be submitted by July 30, 2027.

RAP Funds Assessment Report FAQs

Link to report: RAP Funds Assessment Report

1. **Who will send reminder emails starting in May 2027 to award recipients about the assessment report?**
   We suggest this is a function of the business office or the Budget Task Force.

2. **Who is the report sent to?**
   Again, we suggest that the report is sent to a designee in the business office or the Budget Task Force.

3. **Who will read the report and how will the report information be used?**
   We recommend that both the business office and the Budget Task Force read the report and use the information to improve the Resource Allocation Process in future years.

4. **What are the consequences if someone doesn't do this report?**
   Because we believe in a culture of accountability and assessment, we believe that any recipient (department or program) who fails to complete the assessment report should not be granted funding in the next RAP cycle (2027-2028).

Other Considerations

1. **Consider defining the scope of the Budget Task Force with more clarity**
   a. Is its only function to manage RAP?
      i. If it's just this, consider renaming to <mark>"AFS RAP Task Force"</mark>
   b. Does it have any say in other budget decisions?

2. **Consider making the Budget Task Force a standing committee, rather than an ad-hoc committee. This would allow them to see the RAP all the way through to the end.**