

**Title III Phase II Application 2025 – 26 Grant Year  
Instructions Form**

Title III Part B grant awards are for year four of the 2022-2027 grant cycle under the Strengthening Historically Black Colleges and Universities (HBCU) Program (CFDA No. 84.031B) authorized by Title III, Part B, 322 of the Higher Education Act of 1965 (HEA), as amended.

Title III Part F grant awards is for year one of the 2025-2027 grant cycle under the Strengthening HBCU Program under the Fostering Undergraduate Talent by Unlocking Resources for Education (FUTURE) Act Program (CFDA No. 84.031E) authorized by Title III, Part F, Section 371 of the Higher Education Act of 1965 (HEA), as amended.

Please follow all the instructions when completing the Title III Phase II Application 2025 – 26 Grant Year template. Please submit a completed application to [TitleIIIOffice](#) no later than 5pm, **Friday, July 11, 2025**. Incomplete or Late applications will not be reviewed for funding consideration. If you need additional information on the U.S. Department of Education Title III, Strengthening Historically Black Colleges and Universities grant program, please click the following link. <https://www2.ed.gov/programs/iduestitle3b/index.html>

## INSTRUCTIONS TO COMPLETE THE APPLICATION TO REQUEST FUNDS FOR THE TITLE III 2025-2026 GRANT YEAR

### **Formatting**

All text in the application template must be Times New Roman, 12-point font and single space. The table sections in Part I: Activity Narrative can be stretched to ensure long narrative responses are still visible. Please remove red instructional texts throughout the application when submitting your final draft.

### **Title III Activity Name**

Please provide a descriptive name for your project. The naming convention for Title III projects are: Strengthening the University.... For example, Strengthening the University through Increased Student Enrollment or Strengthening the University through New STEM Programs.

### **Federal Focus Area**

Title III grant programs were created to strengthen HBCUs in four areas. Please select one focus area from the drop down based on the following output your project will impact. The focus area is selected via the drop down in the application template, but the output areas must be typed from the list below.

#### **ACADEMIC QUALITY**

Create, Improve, Increase new academic program(s).

Increase or improve specialized accreditations.

Improve retention of full-time faculty.

Improve recruitment of full-time faculty.

Increase or improve the institution's library holdings.

Improve the institution's educational technology infrastructure.

Improve the quality of the institution's classroom space.

Increase the quantity of the institution's classroom space.

Increase enrollment of students (non-traditional, full-time, or part-time).

Increase or improve the completion rate of students.

Other – Describe a direct, measurable impact your project will have on academic quality.

#### **FISCAL STABILITY**

Increase the institution's net assets.

Increase the institution's net income.

Increase the institution's endowment.

Increase state, private, or federal financial support to the institution.

Increase alumni financial support to the institution.

Increase the number of private sector donors.

Other - Describe a direct, measurable impact your project will have on fiscal stability.

**INSTITUTIONAL MANAGEMENT**

Improve the number of specialized accreditations.

Improve the institution's information management infrastructure.

Improve the institution's information management capabilities.

Improve the institution's conformance with external standards.

Decrease the institution's deferred maintenance needs.

Increase the institution's teaching classroom space.

Increase the institution's research facilities space.

Increase the institution's library space.

Increase the institution's teaching laboratory space.

Establish outreach programs to increase enrollment of secondary school students.

Establish outreach programs to increase the academic attainment of secondary school students.

Other - Describe a direct, measurable impact your project will have on institutional management.

**STUDENT SERVICES**

Improve / or increase the institution's retention rate.

Increase the average number of credits completed by students.

Increase the average GPA of students.

Increase the number of students continuing to further postsecondary education.

Improve the retention rate of students who receive academic counseling or academic advising.

Improve the retention rate of students who receive tutoring services.

Other - Describe a direct, measurable impact your project will have on student services.

**LAA Category**

Title III funds may only be used to support the legislative allowable activities. Choose the LAA from the drop-down list in the application template. If you choose OTHER, please type in a description. Your application will not be considered for funding if the proposed use of funds is not in alignment with the legislation's intended use of the funds. Title III funds CANNOT be used for any educational program, activity, or service related to sectarian instruction or religious worship, or provided by a school or department of divinity. For the purpose of this section, the term "school or department of divinity" means an institution whose program is specifically for the education of students to prepare them to become ministers of religion or to enter upon some other religious vocation, or to prepare them to teach theological subjects.

**Purpose of Activity**

Please include all information listed in the red text for this section of the application. Keep in mind that these projects should move the needle at the university by addressing challenges OR increase competitive edge through new or innovative proposals and programs.

**Strategic Priority**

Select from the drop-down list in the application template. No additional information is needed here.

**Comprehensive Development Plan Update**

Follow instructions in the template. If this is your first year requesting funding, you should open this section by stating that your project will be funded from this year 25 – 26 through the remaining of the grant cycle. This section should state a grant cycle target. What will you accomplish by the end of the grant cycle, assuming you will receive annual funding throughout this timeframe. For example, Strengthening the University through Increased Student Enrollment will be funded for three years of the 2022 – 2027 grant cycle. During this time, student enrollment will grow by 15% with an annual increase of 5% starting this grant year.

**Grant Year Expected Accomplishments**

Follow the instructions in the template.

**Key Personnel**

Follow the instructions in the template.

**Part II: Activity Objectives, Performance Indicators, and Implementation****Objectives, KPI's, Milestones, and Tasks**

All proposals must have at least one objective. Each objective must have at least one Performance Indicator (KPI). Each objective and KPI require tasks and milestones to ensure completion of the objective. This template allows for up to three objectives: up to three KPI's for each objective, and up to three tasks/milestones for each objective/KPI. Instructions and examples are included in the template.

**Part III and Part IV: Budget****Budget Summary and Budget Narrative**

The budget summary is the total of each budget category.

The budget narrative has details in the template. Please keep in mind the budget must support the accomplishment of Part II of the application. The budget is the financial plan to implement the proposed expected accomplishments and objectives.

**Part V and Part VI: Sustainability and Assessment**

It is important that Title III funds are supplemental or developmental. These funds are not to be used to supplant the university's operational responsibilities. Please take consideration when completing these sections. Speak to your supervisors to know future plans of the Executive Leadership team. If your project will never be institutionalized, it is probably not necessary or operational. Title III also support new (developmental) ideas and programs. If they do well, they should also eventually be institutionalized.