



Grant Registration and Approval Form

(Some information may not be available or pertinent when filling out this form.)

Employee Initiating Request:

Title:

Department:

Project Name:

Deadline for Submission:

Funding Agency:

Amount Being Requested:

Match Requirement: None Cash In-Kind

Source(s) of Cash Match:

In-Kind College Resources Required: Personnel Facilities Equipment

Supplies Photocopying Vehicles Other

List Other:

Will any new positions be created? Yes No If so, how many?

Reviewed by Human Resources? Yes No

Will additional space be required to house this project? Yes No

If so, how much?

Duration of Project: One-Time Grant Multi-Year Grant

Length of Project: Start/End Dates:

Does this project require the College to enter into a Consortium or Partnership Agreement?

Yes No If so, list the partnering organization(s):

What College priority (ENDS Statement) will this project help to accomplish?

- Access: Our community has broad and equitable access to a valuable college education.
- Student Preparation: Our students are prepared to succeed in college.
- Student Success: Our students achieve their individual educational aspirations.
- Graduate Success: Our graduates succeed at four-year institutions and/or in their careers.
- Community Development: Our community is enriched economically and socially by our educational and cultural programs.

Population Served by this Project:

Brief Project Description:

Signatures Required for Grant Submission or Consideration by President’s Cabinet:

1. Department Head/Chair

2. Dean

3. Director of Grants and Contracts

4. Human Resources (if appropriate)

5. Grant Accountant

6. President’s Cabinet Member

7. Office of the President

To Be Completed By President’s Cabinet ONLY When President’s Cabinet Approval Required for Grant Submission:

Does this project fit within the College’s mission and strategic plan? Yes No

Does the Project Director have adequate information to respond to the RFP and sufficient time to develop a competitive proposal before the deadline date? Yes No

Is the College willing and able to commit the necessary resources (space, personnel, matching funds) to support the project? Yes No

Approved

Denied

Date: