



## CAP #1.4: GRANT PROPOSALS

Revision Date: 1-10-24

The college encourages the development of grant proposals that turn creative ideas into viable projects that provide additional funds for departments. These proposals should result from **identified needs** and **include only projects that help the college fulfill its mission and purpose.**

The following steps are to be taken by individuals or departments planning to seek external funds for new projects or resources to supplement existing programs.

1. After an appropriate funding source is identified, develop a brief concept paper or set of notes to be used during discussion outlining the following.  

WHO?	Who will lead the project? (project director) Who will participate in the project?
WHICH?	Which funding agency or source will fund the project?
WHAT?	What will be the goal of the project? What are the major activities of the project?
WHEN?	When will the major activities of the project occur?
WHY?	Why does Chipola College need the project?
HOW?	How will the project help the College carry out its mission?
2. Contact the Assessment, Compliance and Grants (ACG) Office to discuss the potential proposal. The ACG Office will call a meeting of the Project Management Team to discuss the potential grant plan and evaluate the proposed project.
3. Provide information requested by the Administrative Grant Team (AGT) as it considers approving pursuit of the potential grant. It may be necessary for the project director to meet with the AGT during this process. Note that AGT approval is required before additional steps are taken in developing a grant proposal.
4. Following the procedures stated in the Chipola College Grants Handbook, work with the ACG Office to complete and submit the grant proposal.\*\* (Contact the ACG office for a copy of the grants handbook.)
5. Individuals for whom a portion of their salary is paid through grant funds may be required to maintain time and effort verification records, depending on the requirements of the funding agency.

\*Recurring grants funded before April 1, 2001, are not required to complete the Proposed Grant Summary Approval Form.

\*\*The ACG Office provides leadership for the grant writing and submission processes.

## PROPOSED GRANT APPROVAL FORM

Approval of the administrative grant team is required before a grant proposal is developed for Chipola College. Recurring grants established before April 1, 2001 (e.g., Perkins Act funds) are exempt. See CAP 1.4 for additional information.

Date: \_\_\_\_\_ Estimated Amount to Be Requested in Grant Project: \_\_\_\_\_

Grantor/Funding Agency: \_\_\_\_\_

Expected Grant Period (approximate beginning and ending dates): \_\_\_\_\_

Purpose of the Grant: \_\_\_\_\_

Master Plan Goals and Objectives Supported by Grant: \_\_\_\_\_

Major Activities of the College to Be Proposed: \_\_\_\_\_

Obligations for Chipola College if Grant is Awarded: \_\_\_\_\_

List other entities (organizations, agencies, etc.) proposed as partners or sub-recipients with the college if grant is awarded. \_\_\_\_\_

Estimated Number of College Employees to Be Paid from Grant

Faculty: \_\_\_\_\_ Counselors/Advisors: \_\_\_\_\_ Office Personnel: \_\_\_\_\_ Others: \_\_\_\_\_

Will these employees be required to complete time and effort sheets?  Yes  No

Estimated Facilities and Administrative (Indirect) Costs to Be Included in Proposal: \_\_\_\_\_

**ATTACH ADDITIONAL DOCUMENTATION AS NEEDED (abstract, supporting data, cost estimates, etc.)**

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**Signatures:**

Director of Assessment, Compliance, & Grants: \_\_\_\_\_ Date: \_\_\_\_\_

VP of Admin. & Business Services: \_\_\_\_\_ Date: \_\_\_\_\_

Associate VP of Human Resources & Equity Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President of Instructional Affairs: \_\_\_\_\_ Date: \_\_\_\_\_

President: \_\_\_\_\_ Date: \_\_\_\_\_

**Direct questions to the Grants Coordinator or Director of Assessment, Compliance, and Grants.**