SCC GRANT PROPOSAL FORM

In order to expedite processing of a grant proposal and its subsequent tracking, it is imperative that the following information be provided and submitted to the SCC Core Grant Team at MS 2063. This allows all parties involved to understand the grant purpose and how it meets SCC Strategic Goals.

The purpose of the SCC Core Grant Team is to ONLY 1) review the Grant Proposal Form for collected information which is to be provided to the President’s Office and 2) assist in processing information by assigning a SCC Core Grant Team Member to the Project Director responsible for the grant proposal being submitted for approval by the Administration.

For questions regarding submitting a proposal or completing this form, please contact one of the Core Grant Team Members.

PROJECT TITLE: __________________________________________________________

RFP TITLE/CATEGORY: ______________________________________________________

PROJECT DIRECTOR: _______________________________________________________

PROJECT ADMINISTRATOR: _________________________________________________

SIGNATURE OF PROJECT ADMINISTRATOR: _________________________________

DEPARTMENT: __________________________ PHONE: _________________________

ORIGINAL FUNDING SOURCE: ______________________________________________

CONTACT NAME & PHONE FOR ORGANIZATION FUNDING SOURCE: 

_____________________________________________________________________________

SUBMISSION DEADLINE: _____________________

AMOUNT REQUESTED-YEAR 1: ___________ AMOUNT REQUESTED-YEAR 4: ________

AMOUNT REQUESTED-YEAR 2: ___________ AMOUNT REQUESTED-YEAR 5: ________

AMOUNT REQUESTED-YEAR 3: ___________ TOTAL AMOUNT REQUESTED: ________

MATCH REQUIRED? ( ) REQUIRED  ( ) NOT REQUIRED  ( ) ENCOURAGED

MATCH AMOUNT  $ ______________

CCS INDIRECT COST RATE (at 8%):  $ ______________

PROJECTED DATE OF AWARD: ______________

GRANT START DATE: ________________________

GRANT END DATE: ________________________
Explain in the Grant Proposal Summary which Strategic Goals will be addressed from the list below.

I. Goals to Improve Student Success
   Goal #1: Student and Instructional Services at Spokane Community College will provide students access to our programs and services in an efficient and accommodating manner.
   Goal #2: Instructional Divisions at Spokane Community College will develop and maintain educational programs that are of high quality and relevant to the needs of students and the region.
   Goal #3: Each unit within Spokane Community College will provide student-centered instruction and services that foster educational achievement, improve retention, and facilitate career or transfer success.

II. Goal to Enhance the Vitality of Our Partnerships
   Goal #4: Spokane Community College will develop and maintain strong working connections between itself and important local and regional enterprises with which it interacts.

III. Goals to Strengthen the Institution
   Goal #5: Spokane Community College will develop the talents and professionalism of all employees.
   Goal #6: Spokane Community College will create an environment for students and employees that promotes the safety of the person and the security of property and possessions.
   Goal #7: Spokane Community College will develop and maintain systems and procedures that ensure effective flow of information, promote prudent decision making, and provide for efficient planning as we respond to emerging issues.
   Goal #8: Spokane Community College will use technology, equipment, and physical resources in the optimal way.
   Goal #9: Spokane Community College will use financial resources wisely to ensure institutional stability and efficiency as well as to promote creative and worthwhile responses to the changing needs of students and the region.

What *Spokane Community College Strategic Planning Goals* does this grant address (Please refer to the above)?

_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

Brief description of project:

_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
Expected benefits from receiving this grant:

What is the funding history of this program and the likelihood of the grant being funded, in your opinion?

What is the department’s ability to achieve objectives? (Briefly explain how the faculty/staff will be able to support this project within your department)

What is the likelihood of sustainability once the grant funding ends? (Briefly explain how this grant will be sustained)

Date: ______________________

Received by Core Grant Team Member

APPROVAL: ___________________ DATE: ___________________

Signature of College President
Core Grant Team Review Criteria:

Grant Proposal Form Provided

Focus of grant

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Does it meet the SCC Strategic Goals? List the goals:

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Measurable Objectives

Yes ( )   No ( )

Comments about measurable objectives:

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Resources Needed / Personnel / Space / Equipment

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Budget – how will $$ be spent?

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
Where can we leverage funding?

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Partners

_List out each person, organization, and include which Core Grant Team member will be assigned as the potential partner._
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

Establish timeline and plan for moving forward

Next steps
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________