

## GRANT PROPOSAL SUMMARY

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If you can answer these questions as they relate to a project you have in mind, you are ready to submit your concept for approval to write a grant proposal. Complete and submit the proposal summary and attach the summary to the Grant Review and Approval Form (GRAF).

**Person(s) Requesting Grant** \_\_\_\_\_

**Department:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Phone Ext.** \_\_\_\_\_

**Application Due Date:** \_\_\_\_\_

**Proposed Project Start Date** \_\_\_\_\_ **End Date** \_\_\_\_\_

**Date Submitted Grant Proposal Summary** \_\_\_\_\_

**1. Project Description** (Provide a 2-3 sentence description of the project idea.)

**2. Problem/Needs** - Why is this project needed? How does this project meet an institutional need? What problems will this project attempt to solve?

**3. Budget:** - What is the estimated cost of this project? Personnel? Travel? Instructional Materials? Equipment? (See second page)

**4. Evaluation** - How will you evaluate the success of the program? (i.e. pre-post surveys, rubric chart, Individual Assessment Plan (IAP))?

**5. College Mission and Operational Plan Goals & Objectives** - How does the project relate to the mission of the college? How does it relate to the goals and objectives of the division/department?

**6. Other Department or Outside Collaboration** – List other divisions or departments within the college that will be involved. Also list the involvement of partnerships with organizations or agencies outside the college.

**7. Sustainability** – What plans do you have to sustain the project beyond the term of the grant?

**Estimated Budget information: Each project year:**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Salaries					
Benefits					
Travel					
Equipment					
Supplies					
Consultants					
Contractual					
Other					
Total Direct Cost					
Indirect Cost					
Total					

**Estimated Match information for each project year (cash and or in-kind):**

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Salaries					
Benefits					
Travel					
Equipment					
Supplies					
Consultants					
Contractual					
Other					
Total Direct Cost					
Indirect Cost					
Total					