

GRCC Administrator's Pre-Approval Form

Grants Department

PROJECT INFORMATION

Project title:	
Grant funding source:	
Submission deadline:	
Total grant amount to be requested:	
Are matching funds required from GRCC?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, provide percentage or amount:
Grant performance period:	
Is this for the continuation of an existing project?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Project partner(s):	
GRCC project leader and department/team:	
Check the box next to the GRCC Strategic End(s) that the project will support.	<input type="checkbox"/> Teaching and Learning <input type="checkbox"/> Completion and Transfer <input type="checkbox"/> Equity <input type="checkbox"/> Community Impact <input type="checkbox"/> Sustainability and Infrastructure
Provide a summary of the project:	
List the project goal(s) and objectives:	
Describe the project beneficiaries and provide the number to be served:	

STAFFING PLAN

Describe staffing plans for the project:

Will new or existing faculty/staff work on the project?

New Existing

List names of existing faculty/staff to be assigned to work on the project (if known) and the percentage of their time and effort that is **currently and projected to be grant-funded as a result of this project**:

Role	% of time currently grant-funded	% of time to be grant-funded for this project

Note: College and government policies require the accurate reporting of the effort of all faculty/staff paid from and/or contributing effort to federally-funded and State-funded projects using the GRCC Time and Effort Certification Form.

PROJECT BUDGET

List the primary expenses associated with the project (e.g., staff, equipment, etc.).

Describe GRCC's obligation to commit to **cost sharing*** (e.g., services of an employee or volunteer, cash, donations of property, supplies, equipment).

APPROVALS

<i>Title</i>	<i>Signature</i>	<i>Date</i>
Dean		
Grants Department Director		