

# Century College REQUEST TO SUBMIT EXTERNAL GRANT PROPOSAL

## Request to Submit External Grant Proposal

This form must be completed prior to submitting all external grant funding requests.

## Proposal Submission Procedure and Timeline

Refer to Century College Policy 7.7 Development and Management of Grants and Procedure 7.7.0.1 Development and Management of Non-Federal, Corporate and Private Foundation Grants or Procedure 7.7.0.2 Development and Management of Federal Grants for steps and timeline expectations. Sufficient time should be allocated to complete the necessary steps for submission, review by multiple stakeholders, and approval before the grant writing begins.

## Form to be Completed

<b>Date:</b>	
<b>Person(s) Submitting Request to Submit External Grant Proposal:</b>	
<b>Name of Funding Agency:</b>	
<b>Funding Source (Federal/State/Foundation/Private/Corporate/Other):</b>	
<b>Grant Website:</b>	
<b>Application Deadline:</b>	
<b>Grant Period:</b>	Start Date:                      End Date:
<b>Total Project Cost:</b>	\$
<b>Funds Requested:</b>	\$
<b>Grant Purpose:</b>	
<b>Proposed Grant Synopsis/Summary:</b>	
<b>Proposed Grant Outcomes:</b>	
<b>Which college strategic plan goal(s) will this grant advance?</b>  <b>How will this grant advance the college strategic plan goal(s)?</b>	

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<p><b>Will Century be committing financial resources for the duration of the grant?</b></p> <p><b>If yes, amount estimated per each financial resource (e.g., space usage, technology, and/or staff time; this should include estimates of personnel time needed from other offices, such as HR, Facilities, ITS, Events Planning, assistants):</b></p>	
<p><b>If the grant is adding personnel or needing additional space, how many positions will be funded, and which offices/rooms will be used?</b></p>	
<p><b>If the grant includes purchasing equipment, what arrangements have you made to identify and purchase additional equipment, locate space for any equipment, etc.?</b></p>	
<p><b>Is a college match or in-kind required for this grant?</b></p> <p><b>If yes, explain:</b></p>	
<p><b>Will Century be required to sustain the activities of the grant beyond the grant period?</b></p> <p><b>If yes, explain:</b></p>	
<p><b>Will Century be required to sustain any funding by the end of the grant?</b></p> <p><b>If yes, explain:</b></p>	

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<p><b>Are indirect costs provided?</b></p> <p><b>If yes, what percentage and what will the indirect costs cover?</b></p>	
<p><b>Who will be the fiscal agent for the grant? (Foundation/Business Office/Different College or University/Other)</b></p> <p><b>Have you discussed it with them?</b></p>	
<p><b>If the grant is funded, who will be the grant manager/principal investigator?</b></p> <p><b>Who would need to be on the grant oversight team for this grant implementation and management?</b></p> <p><b>Have you discussed this grant with them?</b></p>	
<p><b>Are additional resources (e.g., external grant consultant/writer, OIE time to gather data) needed to assist with the writing of the grant?</b></p> <p><b>If yes, provide details:</b></p>	
<p><b>Any other helpful information you would like to include?</b></p>	

Name of Submitter Printed \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Dean/Supervisor Printed \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Vice President Printed \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_