

# GRAYSON COLLEGE GRANT APPROVAL FORM



Before you begin developing a formal proposal, please complete the following information and obtain signatures of approval from your Department Chair, Dean, and the Vice Presidents of Instruction, Business Services, and the GC President. This will ensure that your project is related to the College's mission of providing access to quality education and is supported by your colleagues, supervisor, and the Administration.

1. **DATE:** \_\_\_\_\_
2. **GC DEPARTMENT REQUESTING GRANT:** \_\_\_\_\_
3. **DEPT. CONTACT NAME:** \_\_\_\_\_
4. **DEPT. CONTACT EMAIL:** \_\_\_\_\_

5. **Please check the box that best describes the current status of this proposed project:**  
 **Conceptual**     **Unbudgeted Need**     **New Program**     **Expansion of Current Program**

6. **Type of Grant (Please specify organization and name of grant if known):**  
 **Federal** \_\_\_\_\_                       **State:** \_\_\_\_\_  
 **Private Foundation:** \_\_\_\_\_                       **Corporate Foundation** \_\_\_\_\_

7. **WORKING TITLE OF PROPOSED GRANT:** \_\_\_\_\_
8. **PROPOSED PROJECT DIRECTOR** \_\_\_\_\_ **% OF TIME** \_\_\_\_\_  
**OTHER FACULTY/STAFF COLLABORATORS:** \_\_\_\_\_ **% OF TIME** \_\_\_\_\_  
**OTHER FACULTY/STAFF COLLABORATORS:** \_\_\_\_\_ **% OF TIME** \_\_\_\_\_

9. **NEW PERSONNEL REQUIRED?**  **YES**    If yes, How many FTES? \_\_\_\_\_     **NO**
9. **DESCRIPTION OF PROPOSED PROJECT:** \_\_\_\_\_

10. **COMMITMENT BEYOND GRANT TIMELINE, EXPLAIN:** \_\_\_\_\_

11. **LETTER OF INTENT REQUIRED:**  **YES** – If yes, date of submission: \_\_\_\_\_     **NO**

12. **FACILITY REQUIREMENTS, EXPLAIN (I.E., OFFICE SPACE, NEW BUILDINGS):** \_\_\_\_\_

13. **EST. DOLLAR AMOUNT OF GRANT:** \$ \_\_\_\_\_
- MATCHING DOLLARS REQUIRED:**  
 **YES** – If yes % \_\_\_\_\_     **NO**

<b>Identified Time Period of Grant:</b>
_____ <b>TO</b> _____
<b>Grant Submission Date:</b> _____

- CAN IN-KIND BE USED FOR MATCHING PURPOSES?**  **YES** – If yes % \_\_\_\_\_     **NO**

14. **As Project Director, I, \_\_\_\_\_, declare an absence of a financial or other interest or affiliation held by me or a member of my immediate family in the funding agency or in companies from which goods and services will be obtained under the proposed supported activity**

**15. APPROVAL OF PROJECT AND PROPOSAL:**

GRAYSON COLLEGE	APPROVAL/DATE
DEPARTMENT CHAIR	
DEAN	
VICE PRESIDENT	
VICE PRESIDENT for BUSINESS SERVICES	
GRAYSON COLLEGE FOUNDATION, Ex. Dir.	
GRAYSON COLLEGE, PRESIDENT	

