**Date**: Click here to enter a date.

You will need departmental or divisional approval for a new grant-funded project. This form will help you articulate your idea, and then get the necessary consent of the dean.

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| **Proposal Data** |
| **Project Name** |       |
| **Department** |       |
| **Project Director name and title** |       |
| **Contact Information** | email:      phone:      |
| **Grant through** | [ ]  LCC Foundation (most private funders) [ ] College |
| **Funding Agency** |       |
| **Fiscal Agent\*** |       |
| **Source of Funds if known** | federal [ ] , state [ ] , private foundation [ ] , Other [ ]   |
| **Submission Deadline** | Click here to enter a date. |
| **Which of the college’s strategic directions does the project fall under?** |       |

\*Usually LCC, but if we are merely the partner, then who is the primary applicant

|  |
| --- |
| **Budget Data** |
| **Estimated cost and duration of project** | $     months/ years       |
| **Indirect costs** (the funder will tell you if you are not allowed to charge administrative/ indirect costs. Most do allow). | [ ] Not permitted, [ ] Permitted, rate (if limited):     % |
| **Matching funds requirement** | [ ] Not required­­­­[ ] Required, estimated %,      |
| **Source of matching funds** |  |

**Project Summary**

Goal (This should be a big picture statement of what you hope to ultimately accomplish through your project):

Population served (e.g., specific sub-set of students, K-12 students, faculty, etc.):

Need (Why is this project important right now? How do you know? Provide data that supports the need):

Objectives (Your objectives should be specific, measurable, attainable, related to goal, and time-sensitive. E.g. “the project will increase student completion by 10% by the end of year three”).

Project activities:

Evaluation activities (How can you know whether your project is “successful” or not? How will you know if you are meeting your projected goals and outcomes?)

Project longevity (How do you propose funding the program after the grant ends? Or, is there no need because the project creates/ purchases something—e.g. curriculum, equipment, partnerships):

Proposed Budget (This is just a starting point to get you thinking, not a final budget, so just do the best you can to estimate costs.)

* **Personnel***—*who will be working on the project? How much time will be necessary to implement it.
* **Curriculum Development hours**—for new curriculum as well as putting courses online.
* **Special supplies or equipment.**
* **Contractors** –e.g., third party evaluators.
* **Participant Stipends**—this would be if you are giving grant participants money to live, pay tuition and childcare, etc. These are rare.
* **Other**

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Division/Department Signature Date