PRE-APPLICATION APPROVAL FOR GRANTS

Title of Proposed Project: ________________________________

Proposed Project Director: ________________________________

Departments/Partners Involved: ________________________________

Funding Source: _____________________________________________

Project Duration: _____________________________________________

Proposed Funding Amount: __________________ Propos Reaper Due Date: __________________

MCC Match Required per Year: Cash ____________ In-kind __________________

Source(s) of MCC Match: _______________________________________

Brief Description of Project:

Please attach:
  1) An estimated budget for the first year
  2) Responses to “Grant Proposal Planning & Writing Outline” (Pg. 2 of this form).

APPROVAL FOR FURTHER PROPOSAL DEVELOPMENT
(Due to Resource Development AT LEAST two months before the proposal deadline for consideration by the Resource Development Committee)

Submitted by: ____________________________ Date: ___________

Department Chair/Dir.: ____________________________ Date: ___________

Dean: ____________________________ Date: ___________

Vice President: ____________________________ Date: ___________

Proposal development approved by the RDC? ___ Yes ___ No Date: ____________
GRANT PROPOSAL PLANNING & WRITING OUTLINE

When presenting a Funding Opportunity Inquiry, include as many of these elements as possible. This process will aid you in defining the framework for a complete proposal.

1. What are the desired outcomes of the initiative and how would the project benefit MCC, its mission, goals and/or strategic plan?

2. Personnel Issues: Who would be the Project Director (and Principal Investigator or Co-PI’s)? How will the project be staffed (current or temporary personnel, with % of time)? Appropriate administrators must approve all reassignments, release time and other personnel issues in advance.

3. Who would be involved as internal (MCC) and/or external partners? What would their roles be?

4. How will the program achieve the desired outcomes (program design) AND provide continuing program support needed after the funding period has expired?

5. How will the program’s progress and outcomes be measured? How will the overall project be evaluated?

6. What are the potential concerns, issues, or other considerations relating to the project? (For example: Where will the office space, classes, labs, etc. be located? What equipment will be needed? How will teaching responsibilities and grant duties be reconciled and prioritized?)

Please submit this form to MCC’s Resource Development Department, Building 7, Room 111, MCC Bradenton. If you need assistance or have questions, please call (941) 752-5387.