



## **Notification of Intent to Apply for External Funding**

### **Instructions:**

Faculty/administration or staff planning to apply for a college level grant must adhere to AP 3280. Please read this AP in full prior to engaging in any planning processes, and before submission of this form to your college administration. The grant you are considering must align with the mission, vision and strategic plan of your college and/or district goals.

**Timelines and Proposal Submission Deadlines:** All proposal submissions require a significant amount of planning time in order to create a successful application. College and District administration requires **advanced notice of planned submissions**. Please submit this form as soon as you know that you will be applying for the grant. This will allow sufficient time to concurrently develop multiple proposals, develop timelines, identify partners, request and receive collaborator materials, write and/or edit required narratives, complete forms, create budgets and justifications, secure College and District approvals, and successfully submit materials using electronic processes prior to strictly imposed sponsor deadlines.

After discussion and approval from your Dean, please complete this form and submit it to your appropriate College Vice President and the District Associate Vice Chancellor of Educational Services early in your grant preparation process.

### **Approval Process:**

Before submitting this form, the grant initiator must have been in contact with the Dean/Area Manager.

The Dean/Area Manager will meet with the Grant Initiator to discuss the funding opportunity. The Dean/Area Manager will draft a summary recommendation to be considered by the appropriate college committees and leadership, depending on the specific college's decision-making process.

After the grant proposal is completed, it will be forwarded for preliminary approval by the Area VP, VP of Administrative Services, and College President. Upon preliminary approval, this notification form must be sent to the district's Associate Vice Chancellor of Educational Services so that it can be reviewed by Chancellor's Executive Cabinet.

Completed forms will be submitted to:

1. Chancellor and Deputy Chancellor
2. VC of Finance
3. VC of Human Resources
4. Internal General Counsel
5. College Executive Cabinet

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### Proposal Data:

Date \_\_\_\_\_ Grant Writer/Initiator \_\_\_\_\_

Department/Division/College \_\_\_\_\_ Email \_\_\_\_\_

Proposed Project Title \_\_\_\_\_

Funding Agency \_\_\_\_\_

Grant Announcement Title/RFA # \_\_\_\_\_

Grant Type     New                       Renewal/Continuation                       Supplement

Proposal Deadline \_\_\_\_\_ Start/End Dates of Grant \_\_\_\_\_

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### Budget Data/ Fiscal Impact:

Total Amount Requested \_\_\_\_\_ Allowed Indirect % \_\_\_\_\_ Required Match % \_\_\_\_\_

If a Proposed Sub-award - Total College Amount Requested \_\_\_\_\_

Proposed Match Sources \_\_\_\_\_

Grant personnel workload will be covered by:

- New Hires:     Faculty # of positions \_\_\_\_\_     Classified Professional staff # of positions \_\_\_\_\_
- Reassigning existing employee(s) to the project; employee(s)' current workload will be:
  - Covered by overload or part-time employee(s)
  - Covered by hiring temporary replacement(s)
  - Other, explain: \_\_\_\_\_

At the end of the grant period, the proposed project will:

- Be completed (onetime only effort)
- Require additional funding to continue and/or institutionalize the project (obtained by/from): \_\_\_\_\_

Will the proposed project require facility modifications, additional space, or program relocation?

No     Yes, explain: \_\_\_\_\_

Will the proposed project involve subcontractors, collaborative partners, or cooperative agreements?

No     Yes, explain and attach supporting documentation: \_\_\_\_\_

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**Proposal Abstract** (Project Description/Objectives):

**Strategic/Educational Master Plan Priorities to be addressed:**

**Approvals**

**Preliminary:**

*I certify that the proposed project is consistent with the institutional mission, goals, and priorities of the College and authorize the College personnel to further develop and/or support a proposal to be submitted internally for final approval before submission to the designated funding source. Once signed, please send to the Associate Vice Chancellor of Educational Services.*

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*Initiator (if applicable)*

*Date*

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*Division Dean or Director*

*Date*

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*Area Vice President*

*Date*

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*College VP of Administrative Services*

*Date*

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*College President/Senior District Office Staff (indicate title)*

*Date*

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