(Please type or Print)

Request for Grant
MUST BE SUBMITTED WITH FINAL BUDGET AND PROPOSAL NARRATIVE

☐ District   ☐ Cuyamaca   ☐ Grossmont

Date_____   ☐ New Proposal

Proposal Writer_____   Phone_____   ☐ Renewal

Title_____

Division/Department_____

Site Contact Person_____   Phone_____

PROPOSAL INFORMATION

Date Due: _____   Expected Funding Period: From_____to _____

Submission: ☐ On-Line   ☐ Hard-copy via regular mail

Funding Source_____

Title of Grant Program_____   Grant RFA or CDFA#_____

Funder Address_____

City/State/Zip_____

Contact Person_____   Phone_____   Email_____

BUDGET

1000: (instruct., admin)	$_____	☐Hrly ☐ Cont	
2000: (classified, FT, PT)	$_____	☐Hrly ☐ Cont	
3000: (benefits)	$_____		
4000: (supplies <$5,000)	$_____		
5000*: (contracts, travel)	$_____		
6000: (equipment)	$_____		
7000: (pymts to stdts)	$_____		
Total (1000 thru 7000)	$_____		

* Excludes Indirect (5595)

TOTAL

Total 1000-7000* $_____

Indirect rate   _____%

Indirect Cost $_____

Total Funds Requested   **$**_____

District Match Required?   ☐ Yes   ☐ No

Match secured   ☐ Yes   ☐ No

District Match Total^ $_____

^Provide line item details of district match

Project Title:

PROJECT DESCRIPTION – INCLUDE SPECIFIC EXPECTED OUTCOMES:

CONSULTED REGARDING GRANT PROPOSAL: **IMPACT**   Approved

☐ Auxiliary_____   _____

☐ Institutional Research_____   _____

☐ Facilities_____   _____

☐ Employment Services_____   _____

APPROVALS

Initiator_____   Date_____

Dean/Department Mgr_____   Date_____

Vice President_____   Date_____

Business Office/Budget_____   Date_____

President_____   Date_____

Vice Chancellor-Business Services_____   Date_____

<h1 style="text-align: center;">Instructions for completing and submitting the Request for Grant (RFG) Form</h1>

Before a grant can be submitted, college and district approvals must first be secured to ensure that all appropriate parties are aware and supportive of the proposal to be submitted.

Most of the information on the RFG page is self-evident.
- The top section is in reference to who is pursuing the grant proposal.
- The section on Proposal Information is about the funding agency and the proposal.

Budget:

The section on budget follows the District's Object Code structure:
- 1000: administrative or instructional, full or part-time instructional salaries.
- 2000: classified, non-academic, full-time and part-time salaries
- 3000: benefits for all positions listed in object codes 1000 and 2000
- 4000: supplies, materials, and equipment less than $5,000
- 5000: contracts, travel, curriculum development, equipment service agreements, conference, mileage, consultants, rent and custodial (if off-campus site)
- 6000: equipment more than $5,000
- 7000: payments to students

"Indirect Costs":

Include the percentage used **AND** the total amount of indirect to be included based on that percentage.
NOTE: GCCCD has a Federally approved indirect rate of 34%. A lower rate may be considered if required by funding source (attach the specific language e.g California Community Colleges' Chancellor's Office max rate is 4%)

Project Description:

Provide enough information so that the reader has an appropriate understanding of the proposal, its goals and objectives and expected outcomes.

Consulted Regarding Proposal Impacts:

Because funded proposals have implications on many aspects of the college and the district, the following offices must be consulted during the proposal development process. Final routing documents completion:
Auxiliary – describe the Auxiliary's expected role in the proposed project (please consult the Auxiliary)
Institutional research – will their evaluation services be required?
Facilities – does the proposal call for any renovations of existing space or construction?
Employment services – will the status of any employee be affected by this proposal?

Approvals:

Approvals MUST be obtained from all parties listed BEFORE a proposal can be submitted.
NOTE: Because of busy administrative schedules, it usually takes several days to obtain all the required signatures. To ensure that your proposal is submitted by the due date, it is advisable to submit the Grant Submission Approval form **at least a week before the due date**.