

GRANT PROPOSAL BRIEF

1. Grant Name:			
2. Grantor:			
3. Submitted by:			
4. E-mail Address:			
5. Department:			
6. Amount:	\$		
7. Funding Period:	through		
8. Grant Deadline:			
9. Target Population:			
10. # of students to be served		11. # of faculty, staff, or parents to be served:	
12. Grant Type:	<input type="checkbox"/> New <input type="checkbox"/> Continuation	<input type="radio"/> Single Year <input type="radio"/> Multi-Year Renewable	

13. How does this grant support the college's mission and priorities/strategic plan?

14. What are the specific goals of the grant? (The final grant proposal should include the goals and the measurable objectives.)

15. What activities will you conduct to achieve the goals?

16. How will you evaluate the project?

17. Who will conduct the evaluation?

18. How will this project be coordinated with existing programs?

19. What will happen to the program after the funding ends?

20. What partners are involved in the project, both internally and outside the college, and what are their roles?

21. What type of reporting is required? Check all that apply. Quarterly Annual Other

22. Will the college be the fiscal agent? Yes No

23. What budget categories will be included? (Check all that apply.)

- | | | | | | |
|---|--|------------------------------------|---|--|-----------------------------------|
| <input type="checkbox"/> Personnel | <input type="checkbox"/> Fringe benefits | <input type="checkbox"/> Equipment | <input type="checkbox"/> Travel | <input type="checkbox"/> Construction/Renovation | <input type="checkbox"/> Supplies |
| <input type="checkbox"/> Indirect costs | <input type="checkbox"/> Resources | <input type="checkbox"/> Books | <input type="checkbox"/> Professional development | <input type="checkbox"/> Contracts | <input type="checkbox"/> Other |

24. What new personnel will be hired, if any?

25. How much money is allocated for evaluation?

26. Is a match (cash or in-kind) required? Yes No

27. Does the grant have an impact on custodial, maintenance, or after-hours staff?

28. Does the proposal require the signature of the President? Yes No

29. Is a match or cost share a requirement of this proposal? Yes No

30. Does your project require additional space? Yes No

All proposals must be reviewed by the Grants Office prior to submission

31. Internal Approval

To be signed by Division Head or Senior Administrator:

I have reviewed this Proposal Brief and confirm the following (please check all that apply):

- The proposed project is consistent with Southwest's mission and priorities.
- The proposed project can be implemented in a manner that does not impede current programs or conflict with existent staffing.
- This Proposal Brief has been completed and submitted to the Director of Grants Development at least two weeks prior to the submission of the proposal to the grantor.

Authorized Signature

Date

This request for Solicitation Approval must be approved by the Vice President of Institutional Advancement before a proposal is submitted on behalf of the college

See Southwest Policy No: 4-01-04-01-2

http://www.southwest.tn.edu/documents/Policy_Manual/section4/4-01-04-01-29.pdf