



**1. New/Renewal Grant Project – What do you want to do?**

**Title:**

**Website:**

**Abstract:** Briefly describe the proposed project and how it will directly benefit Hartnell College.

**2. Alignment with College Strategic Plan and Feasibility**

<p><input type="checkbox"/> % <b>Priority 1</b> – Student Access</p> <p><input type="checkbox"/> % <b>Priority 2</b> – Student Success</p> <p><input type="checkbox"/> % <b>Priority 3</b> – Employee Diversity and Development</p> <p><input type="checkbox"/> % <b>Priority 4</b> – Effective Utilization of Resources</p> <p><input type="checkbox"/> % <b>Priority 5</b> – Innovation and Relevance for Programs &amp; Services</p> <p><input type="checkbox"/> % <b>Priority 6</b> – Partnerships with Industry, Business, Agencies &amp; Education</p> <p><b>List Strategic Goals</b> (i.e. 2A, 2B, 5A)  <a href="#">Link to Hartnell College Strategic Plan</a></p>	<p>Be prepared to provide data to support scoring below such as Labor Market Data.</p> <p>Scoring Criteria (1-5, WEAK to STRONG)</p> <table border="0"> <tr> <td>1) Staff expertise/experience in similar projects</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2) Compelling need in college or community</td> <td><input type="checkbox"/></td> </tr> <tr> <td>3) Strong business/community/education partnerships</td> <td><input type="checkbox"/></td> </tr> <tr> <td>4) Reasonable regulations for managing grants</td> <td><input type="checkbox"/></td> </tr> <tr> <td>5) Low demand on resources (space, equipment, etc.)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>6) Capable of sustaining project after grant ends</td> <td><input type="checkbox"/></td> </tr> <tr> <td style="text-align: right;">TOTAL (30 possible)</td> <td><input type="checkbox"/></td> </tr> </table> <p><b>List Accreditation Standards</b> (i.e. II.A.)  <a href="#">Link to Accreditation Standards</a></p>	1) Staff expertise/experience in similar projects	<input type="checkbox"/>	2) Compelling need in college or community	<input type="checkbox"/>	3) Strong business/community/education partnerships	<input type="checkbox"/>	4) Reasonable regulations for managing grants	<input type="checkbox"/>	5) Low demand on resources (space, equipment, etc.)	<input type="checkbox"/>	6) Capable of sustaining project after grant ends	<input type="checkbox"/>	TOTAL (30 possible)	<input type="checkbox"/>
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TOTAL (30 possible)	<input type="checkbox"/>														

**3. If the project is for broad institutional capacity building, what are the plans for institution-wide development & implementation of proposed activities?**

**4. Does the project align with or overlap current activities or events? If yes, please provide information about activities and how current directors and programs staff are involved in developing this new project/grant proposal.**



**Hartnell College - Office of Institutional Advancement**  
**Grant Concept Form**

January 2017

<b>5. Grant Type</b>		<b>Due Date</b>	<b>6. Fiscal Information - Fiscal Agent</b>	
<input type="checkbox"/> New			<b>College</b> <b>Foundation</b>	
<input type="checkbox"/> Continuation			<b>Indirect Cost Rate:</b>	
<b>Funding Source</b>		<b>Agency/Org</b>	<b>Amount of Funds Available</b>	
<b>Public</b>			<b>7. Does proposed project require matching funds or in-kind contributions?</b>	
<input type="checkbox"/> State <input type="checkbox"/> Federal			<b>No</b> <b>Yes, please complete 15. Budget Plan</b>	
<b>Private</b>			<b>8. Intellectual Property</b> <i>Will proposed project result in the development of an intellectual property?</i>	
Foundation			<b>No</b> <b>Yes, please explain below:</b>	
Corporation				
Individual				
<b>9. Grant Timeline</b>				
<b>Grant Start Date:</b>		<b>Grant Ending Date:</b>		
<b>10. PI/Proposal Lead</b>			<b>11. Additional Partners</b>	
			<i>Will this project include other agencies?</i>	
<b>Proposal Lead:</b>			<b>No</b> <b>Yes, please explain below:</b>	
<b>Title:</b>				
<b>College Department:</b>				
<b>Phone:</b>				
<b>Email:</b>				

**12a. Human Resources - Staffing Positions to Support the Grant**  
*What new/continuing positions will be created to meet the proposed project objectives?*  
**Please list proposed titles and one sentence job description below; include estimated cost detail and source of funding:**

**12b. Will proposed project require HCCD to eventually absorb the cost of staffing for the project?**

**No** **Yes, please explain below and complete 16a and 16b. Sustainability and Budget Plan:**

**13a. Facilities, Furniture and Equipment Resources to Support the Grant**  
*What new and/or remodeled space will be needed (e.g. offices, lab and activity space, etc.)?*  
*What furniture will be needed (e.g. workstations for staff, tables and chairs, etc.)?*  
*What equipment will be needed (e.g. computers/laptops for staff, phones, etc.)?*  
**Please describe below and include estimated cost and source of funding:**



**Hartnell College - Office of Institutional Advancement**  
**Grant Concept Form**

January 2017

<b>13b. Will proposed facilities, furniture and equipment needs continue after grant?</b>	
<b>No</b>	<b>Yes, please explain below and complete 16a and 16b. Sustainability and Budget Plan</b>

<b>14a. Impact to Institutional Research and Information Technology resources?</b>
<i>What new institutional research will be needed (e.g. evaluation, new data sets, new reports)?</i>
<i>What new informational technology will be needed (e.g. new or additional software)?</i>

<b>14b. Will proposed institutional research and IT needs continue after grant?</b>	
<b>No</b>	<b>Yes, please explain below and complete 16a and 16b. Sustainability and Budget Plan</b>

<b>15. Budget Plan – over term of grant</b>			
	<b>Grant</b>	<b>HCCD Match</b>	<b>Match Other</b>
<b>Personnel Instructional</b>			
<b>Personnel Non-instructional</b>			
<b>Operating</b>			
<b>Equipment</b>			
<b>Indirect</b>			
<b>TOTAL</b>			
<b>Budget Notes:</b>			

<b>16a. If proposed activities will continue after grant funding ends, what are the plans for sustainability?</b> Indicate years and activities that will be included in Program Planning and Assessment (PPA) and Resource Requests. Complete <b>16b. Budget Plan-after grant term ends</b>

<b>16b. Budget Plan –HCCD institutional commitment – after grant term ends</b>				
	<b>FY</b>	<b>20 /20</b>	<b>20 /20</b>	<b>20 /20</b>
<b>Personnel Instructional</b>				
<b>Personnel Non-instructional</b>				
<b>Operating</b>				
<b>Other</b>				
<b>TOTAL</b>				
<b>Budget Notes:</b>				



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**Grant Concept Form**

January 2017

**17. Academic Senate -New Programs, Curriculum and/or Faculty – Does the proposal include new programs, curriculum, or faculty?**

**No** **Yes,** proposed date to present to Academic Senate: \_\_\_\_\_; please list faculty members involved in development below:

\_\_\_\_\_

**18. The proposed project supports the goals and objectives of Hartnell College.**  
*The following signatures are the responsibility of the Proposal Lead:*

Support <input type="checkbox"/>	Do Not Support <input type="checkbox"/>	_____	_____
		Proposal Lead	Date
Support <input type="checkbox"/>	Do Not Support <input type="checkbox"/>	_____	_____
		Dean	Date
Support <input type="checkbox"/>	Do Not Support <input type="checkbox"/>	_____	_____
		VP	Date

**19. The proposed project supports the goals and objectives of Hartnell College.**  
*The following signatures are the responsibility of the Office of Institutional Advancement:*

Support <input type="checkbox"/>	Do Not Support <input type="checkbox"/>	_____	_____
		Academic Senate	Date
Support <input type="checkbox"/>	Do Not Support <input type="checkbox"/>	_____	_____
		Vice President of Advancement and Development	Date
Support <input type="checkbox"/>	Do Not Support <input type="checkbox"/>	_____	_____
		Accounting Manager	Date
Support <input type="checkbox"/>	Do Not Support <input type="checkbox"/>	_____	_____
		VP Administrative Services	Date
Support <input type="checkbox"/>	Do Not Support <input type="checkbox"/>	_____	_____
		Director/VP (as required)	Date
Support <input type="checkbox"/>	Do Not Support <input type="checkbox"/>	_____	_____
		Director/VP (as required)	Date

**20. Approval** *The proposed project is approved and supports the goals and objectives of Hartnell College.*

Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	_____	_____
		Superintendent/President	Date