

GRANT CONCEPT FORM

Office of Institutional Advancement

November 2024

1. Grant Project	
Project Title:	
Funding Opportunity URL:	
Abstract (Fill in below)	
2. Grant Type	Funding Source (Sponsor) Due Date
<input type="checkbox"/> New <input type="checkbox"/> Continuation	
Is this proposal a subaward from another institution? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Funding Source	Funding Source (Sponsor)
Public: <input type="checkbox"/> State <input type="checkbox"/> Federal	
Private: <input type="checkbox"/> Foundation <input type="checkbox"/> Corporation	
3. Fiscal Agent	
<input type="checkbox"/> College <input type="checkbox"/> Foundation	
4. Does the funding source require matching funds or in-kind contributions?	
<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, explain:	
5. Are indirect costs allowed?	
<input type="checkbox"/> No <input type="checkbox"/> Yes If the indirect cost rate established by the funder is less than the college's federally negotiated rate of 30%, please list the rate here:	
6. Grant Timeline	
Grant Start Date: _____ Grant Ending Date: _____	

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7. Proposal Lead

- Proposal Lead: _____
- Title: _____
- College Department: _____
- Phone: _____
- Email: _____

8. Alignment with the College's Strategic Plan and Feasibility

- _____ % **Goal 1:** Ensure that we put students first in everything we do.
- _____ % **Goal 2:** Optimize student access, momentum, and success.
- _____ % **Goal 3:** Maximize operational efficiency and effectiveness.
- _____ % **Goal 4:** Implement fiscal health and sustainability practices.
- _____ % **Goal 5:** Create and sustain meaningful relationships with communities.
- _____ % **Total (Total should equal 100%)**

Feasibility Scoring Criteria (1-5 WEAK to STRONG)

* Be prepared to provide data, such as Labor Market Data, to support the scoring below.

- _____ 1. Staff expertise/experience in similar projects
- _____ 2. Compelling need at college or in community
- _____ 3. Strong business/community/education partnerships
- _____ 4. Low demand on resources (space, equipment, etc.)
- _____ 5. Capable of sustaining project after grant ends

_____ **Total (Total should not exceed 25)**

List Accreditation Standards (i.e., 1, 2, 3):

[Accreditation Standards](#)

List the Hartnell values that this grant fulfills:

[Hartnell College's Values](#)

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9. Intellectual Property

Will the proposed project include the development of intellectual property?

☐ No ☐ Yes If yes, explain:

10. Additional Partners

Will this project include other agencies?

☐ No ☐ Yes If yes, explain:

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

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

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13a. Human Resources: Staffing Positions to Support the Grant

What new/continuing positions will be created to meet the proposed project objectives? Please list the proposed titles and a one-sentence job description below; include cost detail and a source of funding.

13b. Will the proposed project require HCCD to eventually absorb the cost of staffing for the project?

☐ No ☐ Yes If yes, explain below **and** complete 19a and 19b:

14a. Facilities, Furniture, and Equipment Resources to Support the Grant

Will new/remodeled space be needed? (e.g., offices, lab and activity space, etc.)? Will furniture and equipment be needed (e.g., workstations for staff, computers, phones, chairs, etc.)? If so, include the estimated cost and source of the funding below.

14b. Will proposed facilities, furniture, and equipment needs continue after grant?

☐ No ☐ Yes If yes, explain below **and** complete 19a and 19b:

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15. Impact on Student Affairs

What current resources will be used to implement the grant? What new resources will be needed?

16a. Impact on Institutional Research?

What new institutional research will be needed (e.g., evaluation, new data sets, new reports)? Will the project require a data-sharing agreement? If a data-sharing agreement is required, please provide details.

16b. Will the proposed institutional research needs continue after grant?

☐ No ☐ Yes If yes, explain below **and** complete 19a and 19b:

17a. Impact on Information Technology Resources?

What new informational technology will be needed (e.g., new or additional software)?

17b. Will the proposed institutional research needs continue after grant?

☐ No ☐ Yes If yes, explain below **and** complete 19a and 19b:

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18. Budget Plan – over the term of the grant

	Grant	HCCD Match	Match Other
Personnel Salaries			
Personnel Benefits			
Travel			
Equipment			
Supplies			
Contractual*			
Construction			
Other			
Indirect**			
Total			

*Include third-party evaluation contracts, procurement contracts, and subawards. Costs related to individual consultants should be listed in the "Other" category. If applicable and charged as a direct cost, include third-party renting or leasing agreements for equipment.

**Required Budget Note:

The indirect cost rate is _____%; the **actual** indirect collected is _____% of the total budget.

Additional Budget Notes:

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19a. If proposed activities will continue after grant funding ends, what are the plans for sustainability?

Indicate years and activities that will be included in Program Planning and Assessment (PPA) and Resource Requests.

19b. Budget Plan – HCCD institutional commitment – after grant term ends

Fiscal Year:	20__ / 20__	20__ / 20__	20__ / 20__
Personnel Salaries			
Personnel Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Construction			
Other			
Total			

Budget Notes:

20. Academic Senate - New Programs, Curriculum, and/or Faculty

Does the proposal include new programs, curriculum, or faculty?

☐ No ☐ Yes Proposed date to present to the Academic Senate: _____

List faculty members involved in development:

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21. The proposed project supports the goals and objectives of Hartnell College

The following signatures are the responsibility of the Proposal Lead:

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

22. The proposed project supports the goals and objectives of Hartnell College

The following signatures are the responsibility of the Office of Institutional Advancement:

<input type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	_____ Academic Senate	_____ Date
<input type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	_____ Vice President of Institutional Equity	_____ Date
<input type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	_____ Vice President of Institutional Advancement	_____ Date
<input type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	_____ Accounting Manager	_____ Date
<input type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	_____ Vice President of Administrative Services	_____ Date
<input type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	_____ Vice President of Information Technology	_____ Date
<input type="checkbox"/> Support	<input type="checkbox"/> Do Not Support	_____ Vice President of Human Resources	_____ Date

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<input type="checkbox"/>	<input type="checkbox"/>		
Support	Do Not Support	Vice President of Student Affairs	Date
<input type="checkbox"/>	<input type="checkbox"/>		
Support	Do Not Support	Vice President of Student Success & Teaching	Date

23. Approval

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

<input type="checkbox"/>	<input type="checkbox"/>		
Support	Do Not Support	Superintendent/President	Date