



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

Title:

Website:

Abstract:

2. Alignment with College Strategic Plan and Feasibility

% **Goal 1** – Increase Student Completion
 % **Goal 2** – Increase Student Completion Efficiency
 % **Goal 3** – Increase Student Transfer to 4- Year Institute
 % **Goal 4** – Improve Student Employment Subsequent to Training or Completion

List Strategic Goals

[Link to Hartnell College Strategic Plan](#)

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

Scoring Criteria (1-5, WEAK to STRONG)

- 1) Staff expertise/experience in similar projects _____
 - 2) Compelling need in college or community _____
 - 3) Strong business/community/education partnerships _____
 - 4) Reasonable regulations for managing grants _____
 - 5) Low demand on resources (space, equipment, etc.) _____
 - 6) Capable of sustaining project after grant ends _____
- TOTAL (30 possible) _____

List Accreditation Standards (i.e. II.A.)

[Link to Accreditation Standards](#)

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

July 2019

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

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:



13b. Will proposed facilities, furniture and equipment needs continue after grant?

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

14a. Impact to Student Affairs and its resources?

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

14b. Impact to Institutional Research and Information Technology resources?

*What new institutional research will be needed (e.g. evaluation, new data sets, new reports)?
What new informational technology will be needed (e.g. new or additional software)?*

14c. Will proposed institutional research and IT needs continue after grant?

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

15. Budget Plan – over term of grant

	Grant	HCCD Match	Match Other
Personnel Instructional			
Personnel Non-instructional			
Operating			
Equipment			
Indirect			
TOTAL			

Budget Notes:

16a. 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. Complete **16b. Budget Plan-after grant term ends**

Indicate years and activities that will be included in Program Planning and Assessment (PPA) and Resource Requests. Complete **16b. Budget Plan-after grant term ends**

16b. Budget Plan –HCCD institutional commitment – after grant term ends

	FY	20 /20	20 /20	20 /20
Personnel Instructional				
Personnel Non-instructional				
Operating				
Other				
TOTAL				

Budget Notes:



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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 Do Not Support _____
 Proposal Lead Date

Support Do Not Support _____
 Dean Date

Support Do Not Support _____
 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 Do Not Support _____
 Academic Senate Date

Support Do Not Support _____
 Vice President of Advancement and Development Date

Support Do Not Support _____
 Accounting Manager Date

Support Do Not Support _____
 VP Administrative Services Date

Support Do Not Support _____
 Director/VP (as required) Date

Support Do Not Support _____
 Director/VP (as required) Date

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

Approved Not Approved _____
 Superintendent/President Date