



Cañada College Grants Intent to Apply Form (Part 1 of 3)

Instructions

1. Prior to applying for any grant (including renewals), faculty and staff must consult with the Dean (or other administrative supervisor) at least 2 months prior to a grant deadline to obtain approval for developing a proposal.
2. The Dean will complete the Intent to Apply Form, along with the potential applicant, to make a decision whether to apply.
3. If the Dean decides to approve developing a proposal and intends to apply, then the Dean will submit this Form, along with a rough budget, to the following entities to provide notice of intent to apply: a) President's Cabinet, b) Planning and Budgeting Council, and c) College Business Office which is responsible for informing the District Office Grants Analyst.

I. Applicant Information

Name: _____ Division/Department: _____

Phone: _____

Email: _____

Lead Organization if not Cañada College: _____

Other possible partners (internal or external): _____

Describe below the proposed activities of the grant and how the activities align with the College's Mission, Vision, Program Review, Education Master Plan goals and strategic initiatives. Include needs addressed, intended populations, expected impacts.
(Max. 350 words)

II. Grant Information

Funding Agency: _____ Link to Agency Website: _____

Grant Solicitation Title: _____ Link to Solicitations: _____

Grant opportunity number: _____ CFDA number: _____

Grant Submission Due Date: _____ Grant Period (start/end date): _____

Grant Submission requirements, special instructions (e.g. online, copies, etc): _____

III. Budget and Resource Information

Average Award Amount: _____

Indirect Cost % (Federal Rate): _____

Matching Costs Required: No _____ Yes _____ If yes, provide amount: _____ Describe source below: _____

Describe other resources that will be needed, e.g. facilities, technology, equipment: _____



Cañada College Grants Intent to Apply Form (Part 2 of 3)

IV. Criteria for Decision Making

Program or Project Name:

Division/Department:

Applicant Name:

Date:

Decision Factors

If NO is checked for items 1-5, then your project is ineligible.

Yes No Somewhat

1. Does your project align with the College Mission, Vision, Program Review, Education Master Plan goals and objectives?
2. Is there adequate time to effectively prepare and apply by the deadline?
3. Have you identified a potential funder?
4. Will the grant pay for a project director, or is there someone else available and authorized to commit the time required to serve as project director?
5. Are other College resources identified and available to support the project, such as required matching funds, space, facilities, technology?
6. Will the project require you hire additional personnel?
7. Does the funder require institutionalization of the project beyond the funding period?
8. Are the post-award requirements (reporting, monitoring) reasonable given staffing and other resources of the project?
9. Is there a strong project team (including internal and external partners) in terms of experience, commitment to the project and working relationships with each other?
10. Have you consulted with Planning, Research, Institutional Effectiveness unit?
11. Have you consulted other units? e.g. Professional Learning, Counseling?
12. Does the funder allow indirect? If there is a cap, please specify
13. Will the project require that the College issue subawards? If so, about how many
14. Does the College have any history with the funding agency?
15. Have you reviewed District Board Policy 6.30 Externally Funded Special Projects and Programs?

Dean's Recommendation

Pursue project and develop proposal

Do not pursue at this time

Dean (or other Administrative Supervisor) Signature _____ Date _____



Cañada College Grants Intent to Apply Form (Part 3 of 3)

Program or Project Name:

Division/Dept.

Applicant Name:

Date:

V. Organizational Accountability Identify the department which will manage the grant:

VI. Personnel: Please list all project personnel below.

Name	Title	Time Commitment (%FTE or hours)
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Will this project require that you hire new employees? No Yes If yes, how many?

Describe role of new employees

VII. Signatures approving proposal submission

Applicant:

Date:

Dean:

Date:

Vice-President of Instruction:

Date:

Vice-President of Student Services:

Date:

Vice-President of Administrative Services:

Date:

**Dean of Planning, Research and
Institutional Effectiveness:**

Date:

Reminder: Include a rough budget with this form. Note if you have a budget template already prepared per the grant funding agency guidelines, you may submit that. The Dean will submit this Form, along with the rough budget, to the following to provide notice of intent to apply: a) President's Cabinet, b) Planning and Budgeting Council, and c) College Business Office which is responsible for informing the District Office Grants Analyst.