



Cañada College Grants Approval Summary Form

Applicant Name:

Project Name:

The purpose of this Approval Summary Form is to ensure that proposed activities are approved by the College administration prior to submitting the proposal information to the District Grants Analyst, who is designated to submit grants on behalf of the District and its Colleges.

Instructions

1. When your proposal is about 80% complete, please fill out the Approval Summary Form.
2. Please submit the Approval Summary Form to the Vice President of Administrative Services approximately 2 weeks prior to the grant submission deadline.
3. With the Approval Summary Form, you must append the previously completed the **Criteria for Decision Making and Intent to Apply Form**. Please attach that form to this Approval Summary Form.
4. With the Approval Summary Form, you must append a **Budget Summary** which includes anticipated expenses as applicable in the following categories: Instructional Salaries; Classified Salaries; Benefits; Supplies and Materials; Operating Expenses/Services; Capital Outlay.

Note if you have a budget template already prepared per the grant funding agency guidelines, you may submit that instead.

5. The Dean and/or project director should be prepared to make a brief presentation upon request to the President's Cabinet and/or Participatory Governance Council to summarize the proposed grant activities, objectives, and budget.

SECTION A: ORGANIZATIONAL ACCOUNTABILITY

Identify the department which will manage the grant:

SECTION B: 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:

SECTION C: SIGNATURES

Applicant:

Date:

Dean:

Date:

Vice-President of Instruction:

Date:

Vice-President of Student Services:

Date:

Vice-President of Administrative Services:

Date: