



# Pre-Proposal Grant Concept Form

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## Section I: General Information

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Please complete as much information as possible.

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| 1. Name(s) of Person(s) initiating request:   | 6. Funding Agency:   |
| 2. Proposal Deadline:   | 7. Type of Funder:    Private    State    Federal                                    |
| 3. Length of Project:   | 8. Is this a consortium/partner project?    Yes    No                                |
| 4. Is this proposal a resubmission?    Yes    No  | If yes, is CCC the lead?    Yes    No  |
| 5. Is this proposal to be submitted through<br>the College or                      the Foundation | 9. Total Project Cost: \$<br>Match (if applicable): \$<br>Amount to be Requested: \$ |
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## Section II: Overview of Grant

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Please answer the following briefly yet descriptively.

1. Proposed Project Title:
2. Short summary of the Request for Proposal (RFP). (Completed by Grants Department.)
3. Brief Project Description, include impact to CCC, the audience served, objectives and outcomes/results:
4. How do the key objectives and outcomes relate to the RFP?
5. Which of CCC's Goals does the grant address? (Choose ONE)
  - Student Retention & Success: Improve student retention and success by improving learning and student support, increasing degree completion, implementing a first-year experience program, and advancing environmental literacy and sustainability education.
  - Growth Management: Increase institutional growth and stability through efficient program, enrollment, and fiscal management.
  - Capitalize on Opportunities: Develop clear educational pathways by collaborating with community and educational partners to meet needs of students and emerging regional trends.
  - Valuing Employees: Promote a culture of appreciation by improving orientation and collaboration, expanding professional development, improving communication, and supporting future leaders.
  - Culture of Continuous Quality Improvement: Promote positive change and improve systems to align with strategic initiatives.

**6. Timeline/Work Plan:**

MAJOR ACTIVITIES	RESPONSIBLE PERSON	YR 1	YR 2	YR 3	YR 4	YR 5

**Section III: RESOURCES**

Please complete as much information as possible.

1. **Proposed Partners:**

2. **Match Requirement:**    **None**    **Cash**    **In-Kind**    **Amount/Percentage:**

**Match Source:**

3. **Are there special auditing requirements outside of current business office operations?**    Yes    No

4. **College Resources Required** (select below):

HR/Personnel    Facilities    IT/Technology    Equipment    Supplies    Vehicles    Other:

**Detail Expectations of the Required College Departments** (Example: space for the project, laptops for a new employee/10 student laptops):

5. **Will any new positions be created?**    Yes    No    **If yes, how many,** Full Time:    Part Time:

6. **Additional budget considerations:**

7. **Sustainability: How will the college/partners continue to fund the project after grant funding ends?**

**Section IV: REPORTING**

Please complete as much information as possible.

1. **Are there reporting requirements?**    Yes    No    (If yes, answer the questions 2-4.)

2. **Performance Report Deadlines:**

3. **Financial Report Deadlines:**

4. **Final Report Deadline:**

**Section V: REVIEW**

**Signatures and approvals required for grant submission.**

(Note: Prior to approving, consider whether this project fits within the CCC's mission, values, and goals, as well as, whether the College is able to commit the necessary resources to support the project.)

Approved    Not Approved

Approved    Not Approved

Approved    Not Approved

Approved    Not Approved

Approved    Not Approved

Approved    Not Approved