

GRANT DEVELOPMENT REQUEST

PROCESS: To obtain approval to pursue a grant, complete this form and submit it to your supervisor. Your supervisor will submit it to the appropriate Executive Staff member who will take it to Executive Staff for consideration.

Your name: _____

• Have you confirmed FVCC's eligibility to apply for this grant? _____

• If approved, do you intend to write the grant yourself, or seek assistance from the college grant writer? _____

■ Grant Information

Grant Funding Source: _____

Grant Title: _____

Grant Application Due Date: _____

- Please explain the intent of the grant. (e.g. This grant is intended to support increased quality of and expanded access to pre-school education.)

- What types of expenses is the grant intended to support? (e.g. This grant can support salaries, equipment, and supplies, but no capital expenses.)

- What is the term of the grant?

- Describe any matching requirements or contributions from the FVCC general fund:

- Briefly describe any required outcomes or deliverables and, if applicable, any continuing obligations following termination of the grant:

