



**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) Aligns with new funding formula \_\_\_\_\_
- 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?**

(Please include additional information, as needed, as an attachment.)

**4. Does the project align with or overlap current activities or events? If yes, please provide information about activities and how current directors and program staff are involved in developing this new project/grant proposal.**

(Please include additional information, as needed, as an attachment.)



# Hartnell College - Office of Institutional Advancement

## Grant Concept Form

November 2019

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

**12 a. 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:

**12 b. Will proposed project require HCCD to eventually absorb the cost of staffing for the project?**

No                      Yes, please explain below and complete 16a and 16 b. 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			
<b>TOTAL</b>			

**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**

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

	FY	20 /20	20 /20	20 /20
Personnel Instructional				
Personnel Non- instructional				
Operating				
Other				
<b>TOTAL</b>				

**Budget Notes:**



**Hartnell College - Office of Institutional Advancement**  
**Grant Concept Form**

December 2019

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  \_\_\_\_\_ 1/14/20  
 Proposal Lead Date

Support  Do Not Support  \_\_\_\_\_  
 Dean Date

Support  Do Not Support  \_\_\_\_\_ 1-15-20  
 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  \_\_\_\_\_ 1/15/20  
 Vice President of Advancement and Development Date

Support  Do Not Support  \_\_\_\_\_ 1/23/2020  
 Accounting Manager Date

Support  Do Not Support  \_\_\_\_\_ 1/23/2020  
 VP Administrative Services Date

Support  Do Not Support  \_\_\_\_\_ 1/27/20  
 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