



REQUEST TO PROCEED WITH GRANT PROPOSAL FORM

(1 page project abstract and 1 copy of any possible RFPs attached)

Project Title: _____

Project Director: _____

Possible Funding Sources(s): _____

Project Goal: _____

PVCC Strategic Initiative or Institutional Priority: _____

Funding Needed: _____ Required College Match%: _____

Project Duration: _____ Proposal Deadline: _____

Requested By: _____ Date: _____

Your response to the following questions will help to determine the viability of your proposal and the likelihood of success in pursuing an institutional grant for your project:

Has a potential Project Director been identified and agreed to manage the grant? Yes No

Is the Project Director prepared to proceed and/or put a project plan and management team in place? Yes No *If no, when will the project plan & team be firmed up?*

Does the project reflect the college's mission/goals? Yes No *If yes, how?*

Does the project meet a PVCC Strategic Initiative or Institutional Priority? Yes No
If yes, list above. If no, what institutional or divisional need will this project address?

Which departments or programs will be impacted and/or served by this project?

Does the college have experience providing the proposed services or programming? Yes No

Does the proposed Project Director have experience in providing these services or programming?
Yes No

Does current staff have appropriate skill/experience/time to carry out this project? Yes No

If no, Is there an appropriate labor pool available in the local workforce?

What are the project sustainability/institutionalization requirements or issues? (How will the project be funded and incorporated into PVCC programs once grant funds run out?)

Any other fiscal or organizational impacts to consider?

Please attach a one-page project abstract.

If you have identified a particular grant possibility, please attach a copy of the RFP or funding notice.

Is the college an eligible applicant for this funding source? Yes No

If the grantor requires PVCC to partner with other organizations or institutions to be eligible for this grant, are those partners committed to proceeding with this project and application? Yes No

Is there sufficient time and staffing available to meet RFP requirements and deadlines for pursuing this grant opportunity? Yes No *If no, please explain justification for proceeding with a fast-track application:*

Is the funding available from this grant adequate for the scope of the project? Yes No *What other funding sources might complement this grant?*

Does the project allow for indirect costs (administrative or operational costs that could result from project activities, but which aren't project budget items)? Yes No Percentage_____

RECOMMENDATIONS

Recommended Not Recommended _____
Grants Officer / Date

Approved Not Approved _____
Dean / Date

Approved Not Approved _____
Director, Institutional Advancement & Development / Date

Approved Not Approved _____
Vice President ISS / Date

Approved Not Approved _____
Vice President Finance / Date

Approved Not Approved _____
President / Date

Comments: