Randolph Community College Grant Request Outline

Please provide as much of the information requested as possible. If you need assistance in completing the form, contact Kelly Heath, Special Assistant to the President. Once the outline is complete, please forward to Kelly at kwheath@randolph.edu. Kelly will send it forward for signatures.

Project Title:	
Project Initiator:	**Phone Ext.:**
Title/Department/Division:	**E-mail:**

Person Responsible for this Project, if Funded:

Amount to Be Requested *(if known)***:**

Potential College Resources Needed if Project Approved: *(Personnel, matching funds, etc.)*

Space/Facility Needs

Proposed Funding Source(s) *(if known):*	**Proposal Due Date** (*if known*):
How will project sustain itself financially after grant period? *(if known)*	**Beginning/Ending Dates of Project:**

Description of Need *(Present situation. What problem will you address?)*

Project Objectives/Outcomes *(How will students benefit from this project? Give quantifiable outcomes.)*

Project Abstract *(Briefly describe your proposed project)*

Target Population

Key Personnel *(Who will work on the project if it is funded? What are their qualifications to do so?)*

Who do you recommend to help plan the grant? *(Name, title, phone extension: can be one person or a group of people)*

Evaluation Plan *(What evaluation methods will be used)*

Signatures

Project Initiator :   Date   Division Chair or Dean: Date

Vice President: Date