

GRANT PROPOSAL SUMMARY

If you can answer these questions as they relate to a project you have in mind, you are ready to submit your concept for approval to write a grant proposal. Complete and submit the proposal summary and attach the summary to the Grant Review and Approval Form (GRAF).

Person(s) Requesting Grant _____

Department: _____

E-mail: _____ **Phone Ext.** ____

Application Due Date: _____

Proposed Project Start Date _____ End Date _____

Date Submitted Grant Proposal Summary _____

1. Project Description (Provide a 2-3 sentence description of the project idea.)

2. Problem/Needs - Why is this project needed? How does this project meet an institutional need? What problems will this project attempt to solve?

3. Budget: - What is the estimated cost of this project? Personnel? Travel? Instructional Materials? Equipment? (See second page)

4. Evaluation - How will you evaluate the success of the program? (i.e. pre-post surveys, rubric chart, Individual Assessment Plan (IAP))?

5. College Mission and Operational Plan Goals & Objectives - How does the project relate to the mission of the college? How does it relate to the goals and objectives of the division/department?

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6. Other Department or Outside Collaboration – List other divisions or departments within the college that will be involved. Also list the involvement of partnerships with organizations or agencies outside the college.

7. Sustainability – What plans do you have to sustain the project beyond the term of the grant?

Budget Template

Most federal grants are for three years. The following budget template reflects a three year proposal budget narrative.

Budget Categories	Year 1	Year 2	Year 3
<u>Personnel – Salaries</u> – Lists project director clerical positions, and/or adjunct faculty. Will the college hire new personnel or have current staff administer the program?			
<u>Fringe Benefits:</u> Full time employee benefits are 35% (includes FICA, health, pension, 401K, life insurance) Part time employee benefits are 20% (FICA/Medicare and leave) Adjunct benefits are 7.65% (FICA/Medicare)			
<u>Travel</u> – For local travel estimate the number of miles X \$.51 per mile. (Costs per mile rates subject to change. Check with college’s Business Office.) For long distance travel, explain the trip and list registration fees for conference/workshop, estimated airfare, hotels, cabs, meals, etc. For federal grants the Project Director is required to attend grant administration training in Washington, D.C. The travel is requested in the grant proposal Per Diem – Washington, D.C. – days of travel 75% = \$53.25 Per day per diem - \$71.00 Other travel rates http://www.gsa.gov/portal/category/21287			
<u>Equipment</u> – Any item that is over \$5,000 is considered equipment.			
<u>Supplies</u> – List items and amounts needed for marketing materials, office supplies, postage, etc. General rule in federal grants is that any item under \$5,000 is considered supplies.			
<u>Contractual</u> – List and explain funds that are used for speakers, consultants, technical personnel, evaluators and or other experts.			

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<u>Other</u> – List and explain any miscellaneous expenses.			
<u>Total Direct Cost</u> – Add total costs			
<u>Indirect Cost</u> – Take total costs amount and x by the indirect costs rate. The college’s approved rates by the U.S. Department of Health and Human Services are: 45% (on-campus) and 20% (off-campus sites). Most indirect rates under the U.S. Department of Education grants are 8% of the total costs.			
Total			

Matching Funds

The following chart illustrates examples of matching funds (cash or in-kind).

Budget Categories	Year 1	Year 2	Year 3
Personnel Salaries – Donate salary time if you are not requesting the funds from the grant.			
Benefits – Donate benefits if you are not requesting from the grant proposal.			
Equipment – Market costs of current equipment may be used as an in-kind match.			
Other – Facilities – Classroom space may be used as an in-kind match. THEC formula is: # sq.ft. x 4.90 – x percentage of time in the classroom i.e. – 45% time use classroom = 1,750 sq.ft. x 4.90 = \$8,575 x 45% = \$3,858			
Total Matching Cost			
Total			