

## **Request for Approval to Apply for Grant**

The process of filling out this form and circulating among those that would be impacted by the grant is intended to ensure that Cabrillo is well prepared to submit a successful application and fully committed to delivering the outcomes promised in the grant application. Consult with the dean or other administrator of your department about who should be involved in the review.

The Executive Director of the Cabrillo Foundation must be consulted for applications submitted to private sources and other foundations. The Dean of Career Education and Economic Development should be consulted for CTE-related grants.

**1. Summary or abstract:** A very brief description of the proposal.

### **2. Grant Details**

Project Title:

Project Leader (name, email, phone):

Funding Source:

Fiscal Agent (who will receive the grant) check one:

Cabrillo College:

Cabrillo College Foundation:

Other (Please specify):

Proposal Due Date:

Maximum Amount of Grant:

Required Match, if any:

Duration of Grant (include beginning & ending dates):

Projected Date of Award Decision:

Website where grant solicitation can be found:

List the top 2 to 5 activities the grant will fund:

List of top 2 to 5 outcomes of the grant:

Describe the college's obligations after grant is over:

What is the maximum indirect cost allowed:

What letters of support and signatures are required:

Does the grant require approval of the Governing Board to submit an application?

Describe any research and evaluation requirements:

### **3. Participants & Partners**

This section addresses those who need to be involved in preparing the application and implementing the grant. List internal and external participants and partners, describe their role and whether they are already engaged in the project.

Grant writer(s):

Budget preparer:

As appropriate to the grant:

- Planning and Research Office (PRO):

- Cabrillo College Foundation:
- Business Office (BSO):
- Facilities Planning & Plant Operations
- Information Technology

Other essential participants:

#### **4. Approvals**

Provide the information above to those who need to provide approval to submit an application. Use email to request and receive approvals and comments. Determine at this step which of these people will also need to review and approve the actual application.

Department or Program Chair

Dean(s)

Facilities Planning and Plant Operations (building projects)

Foundation Director (if grant is funded through the Foundation):

Component leader: Vice President of Instruction or Student Services or Business Services (as applicable):

Other departments involved (from Participants and Partners section)

**Once the Request to Apply is approved, the grant application may be prepared for submission. Note that the completed application will also need to be reviewed and approved for submission.**

**You may need to submit a duplicate copy of the completed grant application to the Planning and Research Office for review by the Institutional Review Board (IRB), a requirement for many grants.**