

# Grant Project Concept Paper



Submitted by: \_\_\_\_\_

Sketch out the project as you envision it. Provide a summary of your ideas that can be used in discussion meetings with your dean/supervisor, grant writing staff, and others. It can also be used to help locate an appropriate funding source for your proposal.

1. **Needs/Problem Statement:** Briefly describe the need for this project and provide data to document the need (i.e., committee findings and reports, literature trends, etc.)

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2. **General Purpose Statement:** Describe the overall goal or general purpose of the project

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3. **Objectives and Evaluation:** List the objectives of the project and how you will measure/evaluate them.

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4. **Methodology:** List the activities that will lead to the accomplishment of your objectives. Include all resources that will be utilized (i.e., people, materials, dollars, facilities, equipment, etc.)

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5. **Target Population:** List the population(s) served by this project, including other groups (internal and external) that will be impacted by this project.

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6. **Anticipated Benefits of the Project:** List anticipated benefits or outcomes of the project and who will benefit (the college, students, faculty)

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7. **College Commitment:** Indicate any commitments required of the college (cash match, in-kind contributions, space, staff time, equipment, technology, letters of commitment)

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8. **Budget Request:** List the requested amount (estimates) and provide as much detail as you can.

Budget Category	Amount Requested From Grant
Personnel	
Fringe Benefits	
Contractual Services	
Audit	
Consultants	
Support services to students (child care, transportation, etc.)	
Materials and Supplies	
Travel	
Equipment	
Indirect Costs	
Total	

(Note: the Grants Office will work closely with you in the development of the final budget)

9. **Approvals for Project**

\_\_\_\_\_  
Name of Supervisor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For Completion by Grants Office:**

Approval of Division Vice President to Continue Proposal Development

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Grant Writer Assigned: \_\_\_\_\_