Mt. San Jacinto Community College District
Grant Research Request Form

In the beginning…….there was a plan. Before starting down the path of researching for grant funding, you must first have a project/idea that you want to have funded. This form is used to request research of grant funding sources **for a specific project/idea**. To better assist you in researching for funding to support your specific project, please complete and submit this form to Regina Howard in the Office of Institutional Effectiveness.

Name: Email: Campus:

Phone number/Ext.:   Department & Division:

Approximate total cost of project: Approximate date project to begin:

Problem and Need

What is the problem or need you want to address? Provide statistical evidence, case examples, and/or stories to illustrate the importance of the situation. (Limit 500 words).
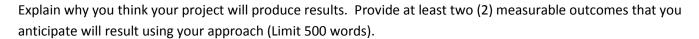
Project Approach or Idea

Please describe your project idea (how you intend to address the problem/need you identified above). Include any evidence you have that your approach will work. Provide examples of others who have used the approach with a positive outcome (Limit 500 words).

Impact

Explain why you think your project will produce results. Provide at least two (2) measurable outcomes that you anticipate will result using your approach (Limit 500 words).

Leadership and Execution

Tell us who will lead the project and who will implement it? Provide the names and titles of the project team members. Does your project require hiring of new staff? If so, what qualities do you need in new hires in order to execute the project with excellence?

Project Costs/Funding

Please provide a brief budget narrative describing the project expenses. Be as specific as possible about the type and amount of expenses.   Include an explanation to justify every expense.

Capacity

Please describe your department/units capacity to oversee the project if it is funded (project leadership, staff support, facilities, technology, equipment, etc.). Include the resources you have available to handle the reporting, documentation, and evaluation requirements and the resources you have to manage the grant budget and ensure proper use of grant funds.

If you were going to perform a keyword search – what 5-10 words would you use in your search?

Have the need(s) identified above been documented in your program review?   Yes   No

Have you identified potential funding sources for this request?   Yes   No

If so, please list the agencies and/or organizations that would support such a request.

FOR GRANTS OFFICE USE ONLY

Date received by grants supervisor:

Outcome: