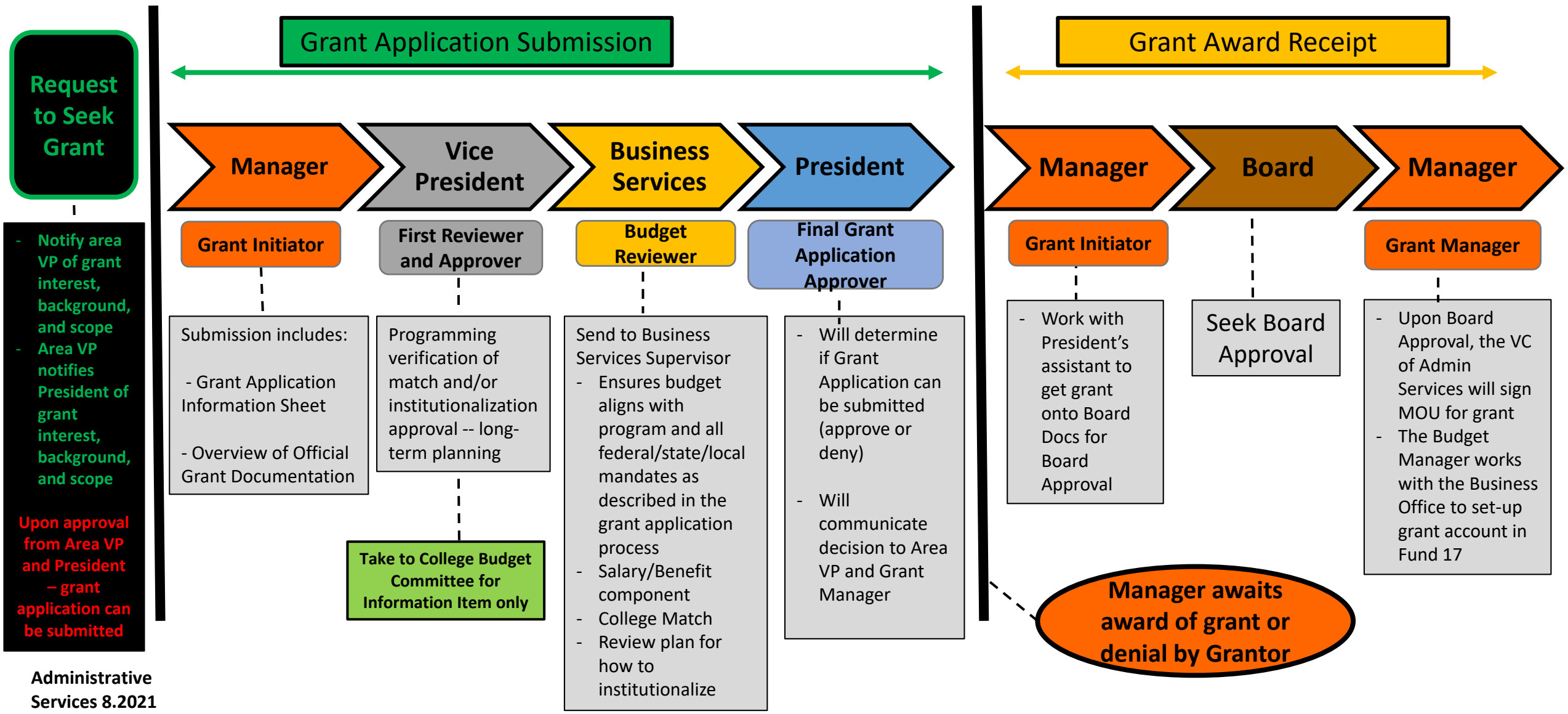




# EVC External Grant Process

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**Request to Seek Grant**

- Notify area VP of grant interest, background, and scope
- Area VP notifies President of grant interest, background, and scope

Upon approval from Area VP and President – grant application can be submitted



## Grant Application Information Sheet

Grantor/Agency Name	
Grantor Contact Person	
Grantor Phone Number	
Grantor Email Address	
Funding Source (please check which one applies):	<input type="checkbox"/> Federal, <input type="checkbox"/> State, <input type="checkbox"/> Local
Grant Application Amount	

Please provide a brief narrative of the grant which MUST include:

- The purpose of the grant
- How it will align with the College's Strategic Goals
- How will you administrator the grant within your department (day-to-day activities for the grant)

How will this grant be expended? (Please check all that apply)

<input type="checkbox"/> New temporary ONLY position (Classified/Faculty)	<input type="checkbox"/> Conference
<input type="checkbox"/> Hourly Employee/Student Worker	<input type="checkbox"/> Food
<input type="checkbox"/> Office Supplies	<input type="checkbox"/> Contract Services (ICA)
<input type="checkbox"/> Equipment (please list)	<input type="checkbox"/> Others (please list)

Does the grant have to be institutionalized once the grant period is over in order to be accepted?

Does the grant require a college match? If yes, how much and what is the duration of that match?

What is the due date of the grant?

Please provide the website for the grant (grant information):

### Grant Submission Approval:

Grant Manager	VP Signature	Business Services	President Signature
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