

## ***Grant Application Approval Form***

College faculty and staff members who wish to obtain external support for an activity, project, or program to be carried out under the aegis of college sponsorship must obtain approval before preparing or submitting proposals. Please complete the items below and obtain the required signatures before you begin preparing your proposal. Completed copies should be sent to the appropriate vice president, the Director of finance, and the college's grant coordinator.

1. Name of person(s) seeking grant.

---

2. Department(s)

---

3. Provide in the space below a one-paragraph description of the program or proposed activity.

4. Describe the relationship between the grant activity and the purpose of the college. What goal(s) of the college's purpose/mission statement does this grant activity address?

5. Describe the relationship between the grant activity and your daily work here at Sandhills. How will the grant impact your work or the work of your department?

6. What is the source of funding for this project? (e.g. Federal, State, Private Foundation or Trust? )

---

7. Does the funding agency require that the College match the funds?

Yes    No   If yes, please explain below the matching requirements.

---

***Grant Application Approval Form (pg. 2)***

8. Estimate the amount of grant funds you are seeking: \$\_\_\_\_\_
9. Will college employees' salaries be paid from the grant? If so, please explain.
10. Will faculty contracts be extended (e.g. summer employment) and paid with grant funds? If so, please explain.
11. Will non-college employees receive funds from the grant? If so, please explain.
12. When will the grant activity occur? How long will it last?
13. Who will supervise the grant activity? \_\_\_\_\_
14. Who will evaluate the success of the project? \_\_\_\_\_
15. What are the reporting requirements of the funding agency?
16. What are the potential impacts of this grant on college facilities, operations, or budgets? For example, will office space be needed, checks written, printing required or other functions not covered by the grant budget? Provide specific details.

**Please obtain the following signatures as appropriate:**

Immediate Supervisor: \_\_\_\_\_

Dean or Director: \_\_\_\_\_

Director of Finance: \_\_\_\_\_

Vice President: \_\_\_\_\_

President: \_\_\_\_\_

**Note: Prior to submission of the grant application to the funding agency, all financial and supporting documents should be reviewed by Sandhills Community College's Director of Finance.**