

## **Grant Proposal Planning Form**

enriching lives

(This form must be completed by the Project Director before the gra	ant applica	tion is submitted to the grantor)
Focus Area/Project Title:		
Project Director:		
Is MCCC is the lead applicant (fiduciary):	Yes	No
If no, please list lead applicant:		
Prospective Major Partners:		
Amount being requested: \$		
Is cost sharing/match required?	Yes	No
If yes, please explain:		
Length of grant (3 years, etc.):		
Grantor deadline:		
Will the sustainability plan require institutional or partner funds?	Yes	No
If yes, please explain:		
Has the MCCC Grants Office been contacted regarding this project	Ye	s No
What other MCCC departments will be affected? (ie: Information Syste	ms, Mainte	enance, Marketing, etc.)
Have you spoken with the affected departments about their expected	role? Y	es No

Attached is a one page description of the proposed project that aligns with MCCC mission, vision and tactics in the strategic plan.

Project Director		Date		
I support the proposal				
1.		2.		
Supervisor	Date	Vice President (reporting area of grant)	Date	
3.		4.		
Vice President of Administration	Date	President	Date	

**Comments:**