

**Request to Pursue Grant Funding**

This form should be completed by anyone interested in submitting a proposal for grant support from public or private sources. It is designed to ensure that the necessary internal support for a project is in place before time and effort go into grant writing. If there are questions on this process, please direct them to the Grants Office.

Name of contact person for this project: \_\_\_\_\_

Title/Department \_\_\_\_\_

MCC phone extension: \_\_\_\_\_ Office number: \_\_\_\_\_

Brief description of the project for which you are seeking grant funding: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will this be \_\_\_ a new grant OR \_\_\_ a renewal? (Please check one.)

Deadline: \_\_\_\_\_

What period of time will it cover? \_\_\_\_\_

How much money do you expect to be requesting through the grant? \_\_\_\_\_

How is this project directly connected to the strategic goals of the college? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who will be involved in writing the grant proposal? \_\_\_\_\_

Who is most likely to direct this project if funded? \_\_\_\_\_

Please indicate which of the following would be required as part of the grant, if funded. Please check all those that apply.

\_\_\_ Matching dollars. If checked, specify amount required. \_\_\_\_\_ Is this amount currently budgeted for this purpose? \_\_\_ Yes \_\_\_ No

\_\_\_ Matching funds through in kind support. If checked, please specify the kind of support which would qualify. \_\_\_\_\_

\_\_\_ Designated office, classroom or other building or campus use. If checked, please specify what space is required. \_\_\_\_\_

\_\_\_ New personnel. Please briefly describe the number and classification of any new employees who would be hired as part of this grant. (i.e. 6 faculty, 2 staff, 1 administrator)  
\_\_\_\_\_  
\_\_\_\_\_

**Authorization to pursue:**

I agree that this project is a priority of the college and warrants the time and effort spent preparing a quality proposal. I will support the time needs of the person/people writing the proposal in order to meet required deadlines. I will find the required matching support. Go for it!

\_\_\_\_\_  
Signature of executive dean or asst. vice-pres.

\_\_\_\_\_  
Signature of vice president

\_\_\_\_\_  
Signature of Christina Haggerty , Director of Marketing & Public Relations\*\*

\*\*Required if project needs PR support.