

# Instructions for the Grant Application and Awards Form

**Policy 6024** includes the procedure for applications for contracts or grants.

**College** – Indicate name of College

**Date** – Indicate date of Board meeting where grant application or award will be presented to the Board.

**Notice of Intent** – Application or Accept Award – Indicate with an X which category the grant would be under. If timing did not allow a report of an application before the acceptance of an award, please go ahead and report as an award.

**Name of Program** – Indicate the name of the grant program

**Funding Source** – Indicate the name of the funding source. Also indicate if the source provides federal, state or private funding.

**Sub-Award** – Indicate with an X whether the award is a sub-award or not. If sub-award – Indicate the agency the sub-award is through

**Amount requested** – Indicate the total amount requested for both an application and award report.

**Amount awarded** – Indicate the total amount awarded for an award report.

**Funding Period** – Indicate the specific beginning and ending dates for the grant funding period.

**Closing Date for Application Submission** – Indicate the closing date the application is/was due to the funding source.

**Has Grant Application Been Approved or Reviewed by the Board** – Indicate yes or no if the application was approved or reviewed by the Board for grant awards.

**Date Approved** – Indicate the date the grant application was approved or reviewed by the Board, if it was.

**Indirect Cost Funds** – Indicate with an X whether the grant includes indirect cost funds provided to the College. (Indirect costs are those provided to the College to recover facilities and administrative costs which are not readily assignable to the grant.)  
If yes, indicate the dollar amount and/or percentage rate allowed to be charged back to the grant for indirect costs.

**State Matching Funds** – Indicate with an X whether the grant requires College matching funds. If yes, indicate the dollar amount and details of funds (i.e.; salaries, honorariums, travel, office supplies, phone, postage, space rental, equipment, etc.)

**In-Kind Support** – Indicate with an X whether the grant requires in-kind support. If yes, summarize the type of in-kind support required. (i.e.; faculty release time, support personnel, use of office space, telephone, office supplies, etc.)

**State Maintenance of Effort or Future Fiscal Responsibility** – Indicate with an X whether the grant requires state maintenance of effort or future fiscal responsibility beyond the term of the grant.

If yes, summarize what the ongoing commitment is and the dollar value of that commitment.

**Restrictions for Indirect Costs** – Indicate with an X whether there are regulations restricting the amount of indirect costs that can be claimed.

**FTE** – Indicate the FTE funded or 0 if none

Indicate the number of new FTE funded or 0 if none

**Describe Purpose of Application or Award** – Please provide a paragraph summarizing the purpose of the application or award.

**Continuation of Grant** – Indicate with an X if the grant is or is not a continuation of a previous or existing grant.

If it is a continuation, describe the previous grant by the amount, funding period, and differences in the program from the current grant application or award.

**Denied Application** – Indicate with an X whether the grant had previously been denied. If denied, indicate the reason for the denial.

**Person Responsible for Preparation of Application** – Indicate the name(s) and title(s) of those responsible for the preparation of the grant application.

**Administrator Responsible for Approving Application** – Indicate the name(s) and title(s) of the administrator(s) responsible for the approval of the grant application/award.