

COMPLETING THE GRANT REQUEST FORMS

The “**Grant Request Form**” is located in the Q Home Page left tab titled “Frequent forms-Materials” within a sub-folder entitled “frequently used forms”

1. At initial stage, the requester completes and secure signatures for page 1 of the Grant Request Form entitled “**Request for Grant Writing Services**” Once signatures are secured, the grants manager will work with the individual or project team to begin to develop a 1st official draft.
2. When a 1st draft is prepared to circulate, the grant manager and content provider will complete the “**Preliminary Grant Approval Form**” which is page 2 of the “Grant Request Form”.
 - a. The Project/content person and grants manager will work together to circulate and secure signatures
 - b. Once all requisite signatures have been secured, the project team will work together to complete a final narrative and supporting documents as required by the specific funding source.
3. When the grant is considered “final”, the grants manager and project content provider will complete “**Final Approval to Submit Form**” which is page 3 of the “Grant Request Form”.
 - a. Project content person and grants manager will work together to circulate and secure signatures
 - b. Once all requisite signatories have signed, the CC personnel will submit the final narrative and supporting documents in accordance with/as required by the specific funding source.

Quinsigamond Community College
Office of Community Connections
Request for Grant Writing Services

Date _____ Met with CE staff? Yes No Who? _____

Contact Information

Name of QCC Project Contact _____

Department _____

Phone, e-mail _____

Project Information

Project Title _____

Deadline _____ Grant amount _____

Funding source _____

New proposal or renewal? _____

Need for data from IR? _____

Alignment w/ Strategic Plan (i.e. College need or priority): Attach a one-page concept paper, which includes alignment w/ strategic plan.

Preliminary Budget Information

Est. total project budget _____

Est. operational requirements (i.e. salaries, course releases, space, equip., supplies, etc.)

Est. ramp-up costs, if any _____

Cash match requirements, if any _____

Est. in-kind support needed (i.e. salaries, course releases, space, equip., supplies, etc.)

Est. cost of in-kind support _____

Est. cost of continued support, if any _____

Signature(s)

Division or Department Head

Date

Relevant Vice President

Date

Please submit form to the Executive Director of Advancement for consideration by E-Team.

E-TEAM: APPROVED _____ **DECLINED** _____

Associate Vice President for External Affairs

Quinsigamond Community College
Office of Community Connections
PRELIMINARY GRANT APPROVAL FORM (i.e. 1st draft/ content)

Date: _____

Project Synopsis

Project Title: _____

Grant Period: _____

QCC Project Contact: _____

Funding Source: _____

Deadline: _____

Attach 1st official draft of narrative and budget.

Budget Summary

Proposed budget total: _____

Proposed operational requirements (i.e. salaries, course releases, space, equip., supplies, etc.)

Proposed cost and type of ramp-up support: _____

Cash match requirements, if any: _____

Proposed cost and type of in-kind: _____

Proposed cost and type of continued support: _____

Indirect cost % allowed: _____

Signature(s)

CC/Grants Office Date

Primary Content Provider Date

Relevant Department Head Date

Relevant Division Head Date

Date

Date

Relevant Contributing Departments (i.e. HR, IT, etc.) Date

Comptroller Date

Quinsigamond Community College
Office of Community Connections
(FINAL) APPROVAL TO SUBMIT PROPOSAL (i.e. final narrative)

Date: _____

Project Synopsis

Project Title: _____

Grant Period: _____

QCC Project Contact: _____

Funding Source: _____

Deadline: _____

Attach final narrative and budget.

Budget Summary

Budget total: _____

Operational requirements (i.e. salaries, course releases, space, equip., supplies, etc.)

Cost and type of ramp-up support: _____

Cash match: _____

Cost and type of in-kind: _____

Cost and type of continued support: _____

Indirect cost % allowed: _____

Signature(s)

Relevant Vice President Date

Associate Vice President for External Affairs Date

Vice President for Administrative Services Date

President of the College Date