



## Intent to Apply for a Grant Proposal

### Contact Information

Primary Contact Name/Title \_\_\_\_\_ Date \_\_\_\_\_

Department/Office \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

### Participating Faculty and Staff Who Will Work on Grant When Awarded

Name	Chaffey Title	Grant Responsibility	% Effort
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Human Resources Approval \_\_\_\_\_ Date \_\_\_\_\_

### New grant funded positions created if funded

Position Title/Classification	# of Persons	Grant Responsibility	% Effort
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Faculty \_\_\_\_\_

Classified Staff \_\_\_\_\_

Other \_\_\_\_\_

### Sponsoring Agency Information

Sponsoring Agency \_\_\_\_\_

Is this a subaward?  Yes  No If yes, who is the primary sponsor? \_\_\_\_\_

Sponsor Type Choose an item. If other, please specify \_\_\_\_\_

Name of the grant program \_\_\_\_\_

Agency Due Date (mm/dd/yyyy) \_\_\_\_\_ Project Period: Begin date \_\_\_\_\_ End date \_\_\_\_\_

Site of majority of work  Chino Campus  Rancho Campus

Fontana Campus  Other, please specify \_\_\_\_\_

Is this application in response to a published announcement or solicitation?  Yes  No

Announcement URL: \_\_\_\_\_



### Budget Information/Fiscal Impact

Approximate budget request: \_\_\_\_\_

Does the sponsor allow Facilities & Administrative (F&A) costs?  Yes  No F&A amount allowed? \_\_\_\_\_ %

Is cost-sharing/matching required?  Yes  No Source of cost share/match \_\_\_\_\_

Will additional space be required to conduct this project?  Yes  No

Will alterations/renovations of facilities be required to conduct this project?  Yes  No

Will equipment be purchased as a result of this project? (see Grants Manual for definition)  Yes  No

If yes to any of the above, please describe:

**At the end of the funding period, the project will:**

### Institutional Impact

The proposed project addresses the following (check all that apply):

**Chaffey Goals:**

- Goal 1: Equity and Success--Chaffey College will be an equity-driven college that fosters success for all students.
- Goal 2: Learning and Completion--Chaffey College will ensure learning and timely completion of students' educational goals.
- Goal 3: Community Opportunities and Needs--Chaffey College will develop and maintain programs and services that maximize students' opportunities and reflect community needs.
- Goal 4: Technology--Chaffey College will optimize the use of technological tools and infrastructure to advance institutional efficiency and student learning.
- Goal 5: Efficiency--Chaffey College will efficiently and effectively manage systems, processes, and resources to maximize capacity.
- Goal 6: Agility--Chaffey College will responsively adapt to changes in students' academic and career needs.
- Goal 7: Professional Learning--Chaffey College will prioritize and align professional learning for all employees to support the achievement of Chaffey Goals.

Describe the Program area(s) affected by the project.

Describe the potential populations affected by the project and number of persons served.



# Chaffey College

Grants Development and Management

## Community Partners

### Name of Organization(s)

1.	4.
2.	5.
3.	6.

## Approvals

I certify the information provided is accurate and complete to the best of my knowledge. If this proposal results in a grant, contract or cooperative agreement, I will accept full responsibility for the implementation, execution and management of the project.

Principal Investigator/Project Director Name & Title	Signature	Date
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Dean/Immediate Supervisor Name & Title	Signature	Date
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**Please attach a project abstract containing the following critical information (2-3 pages max please):**

- Brief overview of the project
- Brief outline of need (may include short descriptors with hyperlinks to relevant data/studies/reports)
- Goals and measurable objectives
- Brief description of key project activities with timelines and persons responsible

**In addition, please submit an initial draft line-item budget which outlines all grant and district required related expenses (does not count towards the 2-3-page max abstract). Please be sure to indicate if there is a match requirement; as well as, which funding source(s) you've identified to meet this requirement. Intent to Apply Forms that do not include an abstract and line-item budget, as outlined above, will not be reviewed by the Grants Development and Management Core Review Team.**