



# College of San Mateo Grants Intent to Apply Form

## Instructions

1. Prior to applying for any grant (including renewals), faculty and staff must consult with the Dean (or other administrative supervisor) at least 2 months prior to a grant deadline to obtain approval for developing a proposal.
2. The Dean will complete the Intent to Apply Form, along with the potential applicant, to make a decision whether to apply.
3. If the Dean decides to approve developing a proposal and intends to apply, then the Dean will submit this Form, along with a rough budget, to the following entities to provide notice of intent to apply: a) President's Cabinet, and b) College Business Office.

## I. Applicant Information

Name: Division/Department:

Email: Phone:

Lead Organization if not CSM:

Other possible partners (internal or external):

Describe below the proposed activities of the grant and how the activities align with the College's Mission, Vision, Program Review, Education Master Plan goals and strategic initiatives. Include needs addressed, intended populations, expected impacts.  
(Max. 350 words)

## II. Grant Information

Funding Agency: Link to Agency Website:

Grant Solicitation Title: Link to Solicitations:

Grant opportunity number: CFDA number:

Grant Submission Due Date: Grant Period (start/end date):

Grant Submission requirements, special instructions (e.g. online, copies, etc):

## III. Budget and Resource Information

Average Award Amount:

Indirect Cost % (Federal Rate):

Matching Costs Required: No      Yes      If yes, provide amount: Describe source below:

Describe other resources that will be needed, e.g. facilities, technology, equipment, personnel:



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## IV. Criteria for Decision Making

Program or Project Name:

Division/Department:

Applicant Name:

Date:

### Decision Factors

If NO is checked for items 1-5, then your project is ineligible.

Yes      No      Somewhat

1. Does your project align with the College Mission, Vision, Program Review, Education Master Plan goals and objectives?
2. Is there adequate time to effectively prepare and apply by the deadline?
3. Have you identified a potential funder?
4. Will the grant pay for a project director, or is there someone else available and authorized to commit the time required to serve as project director?
5. Are other College resources identified and available to support the project, such as required matching funds, space, facilities, technology?
6. Will the project require you to hire additional personnel?
7. Does the funder require institutionalization of the project beyond the funding period?
8. Are the post-award requirements (reporting, monitoring) reasonable given staffing and other resources of the project?
9. Is there a strong project team (including internal and external partners) in terms of experience, commitment to the project and working relationships with each other?
10. Have you consulted with Planning, Research, Institutional Effectiveness unit?
11. Have you consulted other units? e.g. Professional Development, Counseling, Business Office?
12. Does the funder allow indirect? If there is a cap, please specify
13. Will the project require that the College issue subawards? If so, about how many
14. Does the College have any history with the funding agency?
15. Have you reviewed District Board Policy 6.30 Externally Funded Special Projects and Programs?

### Dean's Recommendation (Check one)

Pursue project and develop proposal

Do not pursue at this time

Dean (or other Administrative Supervisor) Signature \_\_\_\_\_ Date \_\_\_\_\_



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Program or Project Name:

Division/Dept.

Applicant Name:

Date:

**V. Organizational Accountability** Identify the department which will manage the grant:

**VI. Personnel:** Please list all project personnel below.

Name	Title	Time Commitment (%FTE or hours)
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Will this project require that you hire new employees?	No	Yes	If yes, how many?
Describe role of new employees			

## VII. Signatures approving proposal submission

**Applicant:**

**Date:**

**VPI/VPSS/VPA:**

**Date:**

**President:**

**Date:**

Reminder: Include a rough budget with this form. Note if you have a budget template already prepared per the grant funding agency guidelines, you may submit that. The Dean will submit this Form, along with the rough budget, to the following to provide notice of intent to apply: a) President's Cabinet, and b) College Business Office.