



## PRE-PROPOSAL GRANT CONCEPT FORM

### INSTRUCTION SHEET

#### ***When should this form be completed and submitted?***

- *If you have a project that you would like to support with a new grant*
- *PRIOR to putting together the grant proposal*
- *At least six weeks before the grant application is due; exceptions may apply in extenuating circumstances. Obtaining President's Cabinet approval usually takes about two weeks. Developing a quality proposal that has campus/district-wide buy-in and support from external partners takes at least four weeks and usually longer. Note: The planning and project design necessary to complete this form should be completed before the Request for Proposal (RFP) is released by the funding agency. Use the previous year's RFP as a guide. President's Cabinet, which approves grant pre-proposals, is notified when the requirements of the new RFP differ significantly from those of the previous one.*

#### **To expedite approval, please:**

- Complete the required information so that proposed project's feasibility can be carefully assessed.
- Do not leave blank spaces; simply write N.A. for questions not applicable to your project.
- Answer the questions briefly but descriptively; expand or shrink the cells as needed.

Please submit the completed form to Hugo Steincamp, grants resource developer,  
[hugo.steincamp@centralaz.edu](mailto:hugo.steincamp@centralaz.edu), H Building, Room H103E, phone 494-5044, fax: 520-494-6958

**For assistance, contact the Grants Office**



**3. OVERVIEW OF BUDGET AND COLLEGE RESOURCES REQUIRED**

**Amount of funding sought:**

**Grant period:**

**Are indirect costs allowed? What is the permitted rate if they are allowed?**

**Is in-kind or leveraged support (e.g., current CAC personnel, facilities, and/or equipment) required?**

*If personnel are required, list by percent of time to be spent on the grant or the actual dollar amount.*

**Are matching funds required?**

*If yes, identify cash amount: \$ \_\_\_\_\_ and source(s)/budget code(s):*

**Is there a requirement to sustain the program after the grant ends?** *If yes, describe the requirement and identify the institutional resources needed to sustain the program.*

**4. SUPPORT OF THE COLLEGE AND ITS MISSION**

**Describe how the project benefits the college? Why does the college need this project?**

**Identify the CAC Strategic Goal(s) that the project supports** (visit <http://www.centralaz.edu/x465.xml> to view the Strategic Goals):

**5. COMPETITIVE AND MARKET CONSIDERATIONS**

**Competitive Comparison:** *What comparable programs do other colleges, universities or corporate trainers offer in our region? Will the proposed project compete with or take resources from comparable programs that CAC offers?*

**Market Demand:** *Is the demand for proposed project's programs or services increasing, stable, or decreasing? Is there sufficient demand for the proposed programming or services? How do you know?*

**6. SIGNATURES TO BE OBTAINED BY THE PERSON COMPLETING THE FORM**

**Form Completed by:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I affirm that I have consulted with the appropriate division chairs and deans in creating this concept*

**Immediate Supervisor of the Person Completing the Form:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Comments:*

**Area Specific Dean or Vice President:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Comments:*

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**7. SIGNATURES TO BE OBTAINED BY THE GRANT OFFICE**

**Budget Development**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Budget Development Officer – Has reviewed the proposed project in order to develop an adequate project budget and to assess potential financial risks.

*Comments:*

**Grants Office**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Grants Resource Developer - Has reviewed the proposed project for its fit with federal requirements and competitive considerations.

*Comments:*

**Institutional Planning and Research**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director of Institutional Planning and Research - Is aware of the program requirements (including any research involvement of Human Subjects) and will be able to accommodate the requests for data (retrieval, organization, and interpretation).

*Comments:*

**President's Cabinet**

Submitted By: \_\_\_\_\_

Date Submitted to President's Cabinet \_\_\_\_\_ Date Approved \_\_\_\_\_ or  
Date Disapproved \_\_\_\_\_

\_\_\_\_\_  
President/CEO (signature)

Action/recommendation from President's Cabinet

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_