

You will need institutional approval to seek funding for a project. This packet will help articulate your idea, share it with others, and get ready to start a grant application narrative.

Before you Begin...

answer these questions to decide if grant funding is a good fit for your project

these require a YES response to move forward with an application	Y	N
Does the project align with BMCC's strategic goals and departmental goals? See Page 2, Goal Alignment		
Does the project have a positive cost-benefit ratio (total costs vs. number of individuals served)?		
Do potential results outweigh grant development time and efforts?		
Are departmental supervisors and project leads committed to the project? i.e. able to conduct program evaluations and complete required reports		
Is your department able to absorb hidden costs? i.e. workload burden, space, office supplies, utilities		
Is grant funding the only viable means of achieving project objectives?		
these do not require a YES, but will be considered based on the project scope and funder commitments	Y	N
Will your department and/or BMCC as a whole sustain the project after grant funding ends? i.e. the program, positions, equipment or licenses established by the grant will continue after the grant		
If you've identified a funder, do they allow indirect or administrative cost recovery?		
Does this project impact or require coordination with other BMCC departments (other than the Business Office)?		
Can this project be paired or blended with other new or existing BMCC or statewide community college efforts?		

Goal Alignment

BMCC Strategic Goals 2015-2020

Which BMCC strategic goal does this project meet? (check all that apply)

BMCC is Committed to Providing a "Students First" Learning Environment

Relevant and Dynamic BMCC Curriculum

Continuous Improvement Based on Evidence at BMCC

Diverse and High Quality BMCC Workforce

Departmental Planning/Goals

Give a brief statement of your project's alignment with your department's goals. Departmental goals are re-visited annually and can be requested from your supervising Vice President.

Project Summary

If funding is pursued, you will likely need to address these questions. It is recommended that you schedule a meeting with the Grants Manager and your team to discuss.

1. Goal: What do you hope to accomplish? Give a big picture statement

2. Need: Why is this project important right now?

3. Desired Outcomes & Deliverables: One sentence, specific, measurable, attainable and time sensitive. Example: 1 new course offering will be available in Fall 2020.

4. Project Evaluation and Assessment: How will you measure success?

5. Longevity: How will you sustain funding after the grant? OR, if this is this a one-time purchase, what's the return on investment? (Doesn't necessarily have to be a \$ amount)

6. Commitments: Will this project include any of the following? If so, give a description

Additional space or renovations of an existing space

New faculty/staff positions

Faculty/staff release time paid by grant

In-kind resources including faculty/staff time

Partner with other organizations or institutions

Require coordination with other BMCC departments

College Match Requirement

How will your department provide a monetary contribution towards this project? i.e. department budget, community donation, corporate sponsorship, BMCC Foundation, additional grants? Describe your ideas:

Proposed Budget

Item	Estimated Cost	Description
Personnel Costs- salary, wages		
Fringes- insurance, vacation, sick days		
Supplies- paper, pens, toner		
New Equipment or Tools		
Travel- hotel, air fare/mileage, parking, meals		
Professional Services- consultant fees		
Participation Costs- tuition, registration		
Mandatory: Indirect Costs use federally negotiated rate or max allowable- ask the Business Office for BMCC's current federal rate		
Other		
PROPOSED TOTAL PROJECT BUDGET		

NEXT STEPS

1. Share and discuss this completed packet with your dean/direct supervisor.
2. Research and identify matching funding sources. Support and references available.
3. Complete the Intent to Submit a Grant Form.