LOS RIOS COMMUNITY COLLEGE DISTRICT
GRANTS OFFICE: GRANT SUBMISSION & ACCEPTANCE FORM

(Instructions provided on the opposite side of this form.)

Grants Office Use Only
Date Received Part I & II: _____/_____/_____
Date Received Part III: _____/_____/_____
District File Number: #_____-_____

PART I: GENERAL INFORMATION

Complete Part I. Proceed to Part II for grant submission. Part III is to be completed when the project is funded and grant/contract acceptance is requested. Submit the complete signed form for submission or acceptance to the Grants Office. Questions? Call the Grants Office at 568.3130.

College/Unit	☐ ARC ☐ CRC ☐ FLC ☐ SCC ☐ WEDC ☐ DO	
Grant Program Name		RFA/RFP/CFDA #
Proposal Type	☐ Competitive ☐ Renewal ☐ Categorical Allocation/Noncompetitive	
Project Title		
Project Director		Phone
Responsible Administrator		Phone
Funding Agency		
Type of Funding Agency	☐ Federal ☐ State ☐ Private/Foundation ☐ Other/Describe:	

PART II: GRANT PROPOSAL SUBMISSION

Attach the following: Proposal (including budget), RFA/RFP (if requested by Grant Accounting)

Application Deadline:_____ ☐ Postmarked ☐ Delivered

Submit Application To: (Provide Contact Person & Address)

Form of Delivery: ☐ Mail ☐ Hand-Delivery
Delivery of Proposal: ☐ Grants Office Delivery Requested
☐ College/Unit Will Pick Up & Deliver

Amount Requested:
Direct Costs: $_____
Indirect Costs: $_____
Total Costs: $_____

Period of Request:
☐ One year
☐ Other (specify)_____
Indirect Cost Rate:_____%

Match Required: ☐ Yes ☐ No
If Yes, Specify: ☐ Cash ☐ In-Kind
If Cash, Specify Source & Amount:_____
_____

Project Start Date: Project End Date:

Approval:

College President_____Date:_____
Fiscal Services_____Date:_____
Vice Chancellor_____Date:_____
(Fiscal Review Contact:_____)

PART III: GRANT ACCEPTANCE

Attach the following: Award notification, Budget (if revised from submission)

Submission Deadline:_____ ☐ Postmarked ☐ Delivered

Submit Approved Contract To: (Provide Contact Person & Address)

Form of Delivery: ☐ Mail ☐ Hand-Delivery
Delivery of Contract: ☐ Grants Office Delivery Requested
☐ College/Unit Will Pick Up & Deliver

Amount of Award: $ _____

Attach revised budget if different from amount requested in Part II.
Is revised budget attached? ☐ Yes ☐ No

Board Approval Required? ☐ Yes ☐ No

Project Start Date: Project End Date:

Approval:

College President_____Date:_____
Fiscal Services_____Date:_____
Personnel (if applicable)_____Date:_____
Legal (if applicable)_____Date:_____
Vice Chancellor_____Date:_____

Grants Office Use Only - Distribution
Funding Agency/Contact: _____Date:_____
College Copy Sent To: _____Date:_____
Fiscal Copy Sent To: _____Date:_____

Comments:

Grants Office Use Only - Distribution
Funding Agency/Contact: _____Date:_____
College Copy Sent To: _____Date:_____
Fiscal Copy Sent To: _____Date:_____
Date Approved by Board: _____
Comments:

Form Revised October, 2011

Green-Grant Submission: District Office White: College/Unit Blue-Grant Acceptance: District Office White: College/Unit

INSTRUCTIONS FOR PREPARATION OF THE GRANT SUBMISSION & ACCEPTANCE FORM

PART I: GENERAL INFORMATION

College/Unit	Indicate the name of the college/unit submitting the proposal. If multiple colleges/units, indicate all that are involved.
Grant Program Name	Indicate the name of the grant program to which the proposal is being submitted. Examples: Fund for Student Success, Statewide Strategic Initiative Hubs, Strengthening Institutions
RFA/RFP/CFDA #	Enter the RFA/RFP/CFDA number that is assigned by the agency to the grant program.
Proposal Type	Select one from the following: Competitive: Funds requested through submission of a proposal in response to an RFP/RFA. Competitive grants include those that are received directly from the primary funding source and those received from a secondary source from flow-through dollars. Renewal: Funds requested through submission of an application or proposal for continuation funding for a grant that was previously awarded for multiple years. Categorical Allocation/Noncompetitive: Funds allocated on the basis of a formula but that require submission of a plan or proposal for how the funds will be spent.
Project Title	The name of the project should be unique and should not be the same as the funding program name.
Project Director	The person identified in the proposal who will be in charge of the proposed project.
Responsible Administrator	The college administrator responsible for overseeing the project once funded.
Funding Agency	Name of the agency to which you are applying for the grant, even if it=s not the original funding source. Example: CA Community College Chancellor=s Office (CCCCO)
Type of Funding Agency	Select one from the choices provided. NOTE: The National Science Foundation is a Federal Agency.

PART II: GRANT PROPOSAL SUBMISSION

Application Deadline	Indicate the date the proposal is due to the funding agency or must be postmarked.
Submit Application To	Indicate the contact person and address to which the application is to be submitted.
Form of Delivery & Delivery of Proposal	Indicate if proposal needs to be mailed, hand-delivered and preferred entity responsible for mailing/delivery.
Amount Requested	Indicate the amount of the request for the grant period, including direct, indirect, and total costs.
Indirect Cost Rate	Indicate the percentage rate used in calculating indirect costs; if none, use "0" or NA.
Match Required	Indicate whether the district is required to provide cash or in-kind contributions to the project; if a cash match is required, indicate the source and amount of matching funds required.
Project Start/End Dates	Indicate the proposed start and end dates (month/day/year) for the project.

PART III: GRANT ACCEPTANCE

Submission Deadline	Indicate the date by which the signed contract must be submitted to the funding agency.
Submit Approved Contract To	Indicate the name and address to which the contract needs to be submitted.
Form of Delivery & Delivery of Contract	Indicate if contract needs to be mailed, hand-delivered and preferred entity responsible for mailing/delivery.
Amount of Award	Self-explanatory.
Board Approval Required?	Indicate whether or not Board Approval is required by the funding source.
Project Start/End Dates	Indicate the proposed start and end dates for the project.

APPROVAL

Approval for submission and acceptance is required from the college/unit and district levels. If a grant involves more than one college/unit, the lead college/unit is responsible for obtaining signatures from all participating colleges/units.