Request for Review of Proposed Grant Application

Date Submitted:
Project Focus:
Project Initiator:
Project Director (if not the Initiator):
Unit or Department:
Grant Application Due Date (if known):

1. Briefly describe the content of the project and its major goal(s).
2. Which of the WCJC’s goals and objectives will be addressed by this project? How?
3. Who will staff the project?
   a. Have these staff members been included in the project planning to date?
      Yes____  No____
   b. If not, when will they be informed about it?
4. What specific need(s) will be addressed by this project?
5. Will you be able to provide background information and data to support the need for
   this project and specific project objectives and activities?
6. Have you established a tentative budget for this project? If so, what is the projected
   total budget?
7. Do you have a funding source in mind?  Name:
   a. Do you have their Request for Applications and/or application guidelines and
      forms?
   b. When is the application due?
   c. Does the grant require matching funds from the College?  If so, how much?
8. Will you need assistance from the Resource Development Officer to find potential
   funding sources for your project?

Signature of faculty member proposing project: ____________________________
Date: __________
Approval signature of supervisor/division chair: ____________________________
Date: __________

Note: This form should be sent by interoffice mail to Dan Jones, Director of Institutional
Effectiveness, at the Wharton Campus.