



VIRGINIA HIGHLANDS COMMUNITY COLLEGE Grant Concept Pre-Approval Form

If you have an idea for a potential grant opportunity, you are strongly encouraged to work with the VHCC Grants Office to develop a proposal. Anyone interested in proposing activities supported by external agencies should review the Request for Funding Proposal (RFP) and complete this online form. Once this form has been submitted to the VHCC Grants Office, you will be contacted and assisted with the grant process. This step is required prior to submitting a new or continuation grant application to an external agency on behalf of VHCC.

Name of Individual Submitting Request: _____

Department: _____ **Application Due Date:** _____

Project Concept (overview of your project concept), addressing the following:

1. Provide brief description of project and explain how it fits into the VHCC Mission, goals and objectives? _____

2. Indicate how this project will address/impact a specific campus issue at VHCC. _____

3. Who will benefit from your proposed project? _____
4. Name of Funding Agency: _____
5. What is the projected project period? from: _____ to: _____
6. Who are the potential partners? _____
7. Will construction or renovations be required? Yes No

Budget Information

Projected Budget Total \$ _____ Are matching funds required? Yes No If so, what percentage? _____

Brief list of items to be purchased: _____

Where will the proposed match come from? _____

Key Personnel (Project Director and other proposed staff)

Name	Title	Time Commitment

Signatures and Reviews:	
Person Submitting Request: _____	Date _____
Department Dean: _____	Date _____
Dean of Workforce Dev & Continuing Education: _____	Date _____
VP of Institutional Advancement: _____	Date _____
VP of Instruction and Student Services: _____	Date _____
VP of Financial and Administrative Services: _____	Date _____
President: _____	Date _____