

Grant Concept Pre-Approval Form

This form **must** be completed and approved with signatures before the Grants Office can proceed with the external funding request.

Project Title or Grant Program Name:

Department:

Funder, if known:

Project Information

Proposal Due Date:

Project period from:

to:

1. Does this project align with the College's mission, Strategic Goals, or President's Priorities? Yes No
2. Does this project address a specific need at Harper College? Yes No
3. Will this project have positive impact on students, the College, or the community? Yes No Not Sure
4. Does Harper have the required capacity and expertise to pursue this opportunity? Yes No Not Sure

Project Summary (provide high-level summary of project)

Project Need and Objectives (provide high-level need statement and projected objectives)

Resources Needed (identify Harper resources and other new resources needed)

Project Budget

Projected Total Budget

Are matching funds required?

No

Yes

\$

If yes, source of Matching Funds:

Project Director and Other Key Personnel

Name

Title

Submitted by:

Signature

Name/Title

Date

Approval and Signatures: Obtain signatures before submitting to the Grants Office.

Dean/Lead Administrator

Date

Executive Council Member

Date

Note: Executive Council Members include the Provost for academic programs, the VP of Workforce Solutions for Community Education programs, and the Chief Advancement Officer for Foundation projects. If you are unsure ask your lead administrator or contact the Grants Office.