**GRANT CONCEPT DEVELOPMENT FORM**

1. Summary of project. (Express briefly in one to three sentences.)

2. Project link to Campus or MDC Strategic Plan. (Include vision and mission, strategic goals and objectives, learning outcomes, and current projects or programs.)

3. Target group. (Include demographics such as grade level, poverty level, age, race, ethnicity, gender, disabilities, and number.)

4. What problem, issue or need does the project address? (What you are trying to fix.)

5. Goal(s). (State I or 2 overall goals indicating what you hope to accomplish *qualitatively*.)

6. Objectives. (What you will do to reach your goal that can be *quantified*.)

7. Activities. (The steps you will take to meet each objective. Many of these Activities will be determined by the funder via the RFP)

8. Action Plan. (The timeline, person responsible and resources allocated for each activity.)

9. Management Plan for ensuring the fidelity of the implementation of the project activities. (How you will know that the activities are taking place and how you will allow for making changes along the way.)

10. Evaluation Plan for evaluating the success of the project in achieving its objectives. (What data you will collect to measure each project objective and what evaluation instrument you will use, e.g., completion rates, standardized test results, pre-and post-test results, portfolio assessment, attendance logs, and surveys. Evaluations must be both formative [ongoing, used to measure project progress and identify implementation strategies that may need to be improved] and summative [at the end of the project, to evaluate its effectiveness in achieving the stated objectives]. Both the formative and the summative evaluation include both qualitative and quantitative components.)

11. Staffing Plan describing roles and responsibilities of key individuals who will be involved and their qualifications for carrying out the project. (May be a resume or job description and should assure the funding agency that the people receiving the funds are both able and likely to do what the project describes.)

12. Other sources of funds or resources (leveraged support) used to support the project. (Include existing funds, in-kind contributions, other grants or gifts, and volunteers or partners.)

13. Sustainability and Dissemination Plans for continuing the project and disseminating project results after the funds requested in the application are depleted.

14. Budget, using approximations of the project expenditures of this project, including the funds requested in the proposal from the Action Plan and the sources identified in item 12.

PLEASE SEE TEMPLATES FOR ITEMS 7, 8, 11, 12, AND 14 ON THE FOLLOWING PAGES.

**ACTION PLAN TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Responsibility** | **Timeline** | **Resources** |
| **Grant Funds** | **Leveraged Support** |
| **In-kind** | **Cash** |
|  |  |  |  |  |   |
|  |  |  |  |   |  |
|  |  |  |  |   |   |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**KEY PERSONNEL TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Role** | **Qualifications** | **Responsibilities** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**BUDGET NARRATIVE TEMPLATE**

|  |  |  |
| --- | --- | --- |
| **BUDGET ITEM** | **HOW WILL THE ITEM BE USED IN THE PROJECT?** | **TOTAL** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**LEVERAGED SUPPORT TEMPLATE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FUNDS REQUESTED IN THIS PROPOSAL** | **BUDGET ITEM** | **DOLLAR VALUE OF SUPPORT FROM OTHER SOURCES** | **SOURCE** | **TYPE OF SUPPORT** |
| **CASH** | **IN KIND** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |