

## GRANT PROPOSAL FORM

### Signature Routing

Director of Grants ☐  
 Dean ☐  
 VP ☐  
 Cabinet Sign-off ☐

Proposal Date:				
Submission Due Date:				
Grant Title:			Term of Grant: (date to /from)	
Federal/State/Local Funding:			Source of Funds:	
Administrator/Dean:			RFA Specification No.	
Project Director and/or Coordinator:				
Lead Faculty:				
	<b>Grant Dollars Amount</b>	<b>Admin. Fee (Indirect)</b>	<b>In-Kind Contribution</b>	<b>Cash Match</b>
Shasta College				
Collaborative Partners				
<b>TOTAL GRANT DOLLARS:</b>				

Grant Overview as it pertains to the College Strategic Plan:

APPROVALS - SIGNATURES	BUDGET SUMMARY										
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">DIRECTOR OF GRANTS:</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">ADMINISTRATOR/DEAN:</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">VICE PRESIDENT:</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; background-color: yellow;">CABINET APPROVAL SIGNATURES REQUIRED</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Approved:   [ ] Yes   [ ] No</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Signature</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Vice President of Administrative Services</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Date:</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Signature</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Superintendent/President</div> <div style="border: 1px solid black; padding: 5px;">Date:</div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">List items that impact the Shasta College Budget. Please list specific details (i.e. match- stipends @ \$1,000 x 2, names of faculty):</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; text-align: center;">Budget Summary Per Category (from Worksheet)</div> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <tr> <td style="width: 60%;">Salaries &amp; Benefits (1000, 2000, 3000)</td> <td style="width: 40%;"></td> </tr> <tr> <td>Supplies &amp; Materials (4000)</td> <td></td> </tr> <tr> <td>Operating Expenses (5000)</td> <td></td> </tr> <tr> <td>Capital Outlay/Equipment (6000)</td> <td></td> </tr> <tr> <td style="text-align: center;"><b>TOTAL BUDGET:</b></td> <td></td> </tr> </table>	Salaries & Benefits (1000, 2000, 3000)		Supplies & Materials (4000)		Operating Expenses (5000)		Capital Outlay/Equipment (6000)		<b>TOTAL BUDGET:</b>	
Salaries & Benefits (1000, 2000, 3000)											
Supplies & Materials (4000)											
Operating Expenses (5000)											
Capital Outlay/Equipment (6000)											
<b>TOTAL BUDGET:</b>											

## District Budget Development Worksheet

Expenditure Object Code	Description	Category Total	
<b><u>DIRECT COSTS:</u></b>			
1000	Academic Salaries	\$	
2000	Classified Salaries	\$	
3000	Employee Benefits	\$	
4000	Supplies & Materials	\$	Note: Any single item exceeding \$500 should be listed in 6000.
5000	Operating Expenses	\$	
6000	Capital Outlay/Equipment	\$	
7000	Student Financial Aid	\$	
	<b>TOTAL DIRECT COSTS</b>		\$
<b><u>INDIRECT COSTS:</u></b>			
7701	Indirect Cost @	%	\$
	<b>TOTAL INDIRECT COSTS</b>		\$
	<b>TOTAL DISTRICT COSTS</b>		\$
<b><u>TOTAL IN-KIND</u></b>	See detail below		\$
<b><u>TOTAL CASH MATCH</u></b>	See detail below		\$
	<b>TOTAL BUDGET</b>		\$

<u>District</u> In-Kind and/or Cash Match Sources	<u>and/or Partner(s)</u> In-Kind and/or Cash Match Sources	In-Kind	Cash Match

\*\*\* After Cabinet approval, form returned to appropriate Vice President for inclusion on next board agenda.