

**PORTLAND COMMUNITY COLLEGE
GRANTS OFFICE
PROJECT/PROPOSAL CONCEPT PAPER**

**Grant ideas should be discussed with the Grants Office before preparing a concept paper.
Please contact us at x 8392 to schedule a meeting.**

DATE: _____ **PREPARED BY:** _____

PROJECT TITLE: _____

PROJECT DESCRIPTION: _____

PROPOSED FUNDING SOURCE: _____

PROJECT DURATION: _____ **ESTIMATED BUDGET:** _____

ALLOWABLE INDIRECT COST RATE: _____ **MATCHING FUNDS REQUIRED:** _____

WILL NEW SPACE OR CHANGES TO SPACE BE NEEDED? _____ PLEASE EXPLAIN _____

WILL THE COLLEGE BE REQUIRED TO CONTINUE THE GRANT AFTER FUNDING ENDS? _____

PLEASE EXPLAIN _____

***** **APPROVALS/REVIEWS** *****

GRANTS OFFICE _____

DEAN _____ **EXECUTIVE OFFICER** _____

FINANCIAL SERVICES _____

DISTRICT PRESIDENT _____

Send a copy of the final concept paper to the Grants Office after approvals are secured.

Please address the following questions in your concept paper. (Limit 4 pages)

1. What is the subject/topic area of the project?
2. Who will benefit from your proposed project?
3. How does this project fit into the missions of your department and the college? Why is it a priority? Show how the project relates to the Educational Master Plan and grant-seeking priorities.
4. What specific problems does the proposed project address?
5. How was the need for the project validated?
6. What will be the major objectives of the project?
7. What will be the major project activities that lead to achieving the desired objectives?
8. How will you evaluate the effectiveness of the project?
9. Who are the internal and external partners needed to implement this project?
10. How will this project impact your department? (i.e., staff time, facilities/space, other resources)
11. What internal resources are available to support this project? What additional resources are needed? If matching funds

are required, please describe your plan for demonstrating or obtaining the match.

12. Will the college be required to continue the project after the grant? If so, please describe your plan for continuation.
13. Please provide a basic project budget. Include amounts for personnel, operating, equipment, indirect, and matching.
14. Please attach a proposed timeline for completion and review of the grant proposal. **This should be developed in conjunction with the Grants Office and should include a proposed date for submitting a draft proposal to your dean and Executive Officer.**