

Grant Approval Form

Name of person(s) proposing to write grant:

Name of granting organization or agency:

Amount to be requested:

Briefly describe the population to be served and the activities of the grant:

Describe how the grant matches college mission and furthers the accomplishment of the strategic plan:

Are matching funds required?

What are the obligations that the College has at the end of the grant funding period?

Reviewed by:

	Approval of Grant Concept (initial)	Final Approval of Grant (initial)
Your immediate Supervisor	_____ Date _____	_____ Date _____
Vice President of Student Affairs	_____ Date _____	_____ Date _____
Vice President of Academic Affairs	_____ Date _____	_____ Date _____
Vice President of Admin. Services	_____ Date _____	_____ Date _____
TSJC Chief Grants Officer	_____ Date _____	_____ Date _____
TSJC Educational Foundation If 501c3 is needed	_____ Date _____	_____ Date _____
President	_____ Date _____	_____ Date _____

This form is available in the forms folder in the portal and in the "T" or "common" drive and may be distributed electronically. After completing this form, you should give it to your immediate supervisor who will then route it to the next administrator in the approval process. The president's executive assistant will return it to you after the president has initialed. Please retain this form and then route it with the appropriate number of copies of your proposal required by the funding organization. For final approvals, the same routing process will occur. Once the president gives his/her final approval, the grant proposal will be returned to the Chief Grants Officer who will send it to the granting agency.

Procedure approved by Cabinet: 10-16-12