



## Ventura County Community College District

### Request for Cabinet Approval to Apply For *New / Renewal Contract/ Grant*

College: \_\_\_\_\_ MC      \_\_\_\_\_ OC        X   VC      \_\_\_\_\_ DW

Funding Agency: \_\_\_\_\_

Estimated Contract/Grant Amount: \$\_\_\_\_\_ Effective Dates: \_\_\_\_\_

Application Needed By: \_\_\_\_\_  
(must be no later than 7 working days prior to agency deadline)

Project Title: \_\_\_\_\_

Project Director/Responsible Administrator: \_\_\_\_\_

**Project Abstract: provide a brief description of project concept:**

**Describe how funds would primarily be expended (e.g. staff, equipment).**

Include the \$\$ amounts and proportionate %s (must add up to 100%) by major categories (salaries, benefits, supplies, other, indirects, equipment, etc)

Include a description of project personnel (classification, are they incumbents or existing, duties, method of compensation) ) insert Matrix

Include a staffing plan (i.e. transition of project personnel when funding ends or abolishment of position) insert Matrix

**Explain how the grant ties to the mission of the college/district: *Attach additional pages if necessary***

**Explain how the grant will help the college/district in meeting current strategic plan objective(s) - cite the specific section(s). *Attach additional pages if necessary***

**Describe Phase out – Sustainability**

Cabinet Approval Date: \_\_\_\_\_