GRANT FEASIBILITY FORM

<u>Purpose</u>: The Grant Feasibility form must be completed for all grants so KCC resources may be allocated for projects aligned with our strategic goals. (*Excluding ongoing grants)*

<u>Process</u>: Please route this completed form in the order of the approvals section below at least **60 days before your grant submission deadline.** After review by the President's Cabinet, you will be notified of KCC's decision and the next steps on how to move forward with the proposed grant no later than 45 days before the grant deadline. If you have any questions, contact Dr. Lesley Cooper (lcooper@kcc.edu) or Rylee Mann (rmann@kcc.edu) in the IE & Assessment Office.
***Please contact the IE & Assessment Office in advance with any exceptions requested of this timeline.*

CONTACT INFORMATION	
Your Name:	Office Phone:
Department:	Email:
PROJECT INFORMATION	
Project title:	
Is this for the renewal of an existing grant?	☐ Yes ☐ No
Grant funding source:	
Grant submission deadline:	
Grant amount to be requested:	
Are matching funds required from KCC?	☐ Yes ☐ No
If yes for matching funds, provide the amount:	
Grant award period:	
Project partners (internal and external):	
Proposed KCC project leader:	
Check the box next to the KCC Strategic Goal(s) that the project will support. ☐ Improve student success through increased enrollment, retention, transfer, and completion rates. ☐ Create diverse, inclusive, and equitable teaching, learning, and work environments. ☐ Improve physical and virtual teaching and learning spaces. ☐ Increase visibility and value in the community. ☐ Provide development opportunities to enhance KCC employee skills and knowledge.	
Explain how this project will support the Strategic Goals selected above	
List the project goals and objectives	
Provide a summary (limited to 1 page) of the project, including number to be served	
How will the project be sustained after the grant period has expired?	

PROJECT BUDGET
Check the new resources that will be needed for this project and covered by the grant *(if requesting new employees, please include a plan for sustaining that position beyond the end of the grant)* ☐ Technology (computers, smartboards, etc.) ☐ Staff (any new position must be discussed with your cabinet member before submission) ☐ Equipment ☐ New or repurposed space (new offices, classrooms, etc.) ☐ Other resources (please describe):
Check the current resources at KCC that will be needed for this project and provided by KCC (in-kind contributions) ☐ Technology (computers, smartboards, etc.) ☐ Staff (administrative assistants, coordinators, etc.) ☐ Equipment ☐ New or repurposed space (new offices, classrooms, etc.) ☐ Services (research, transportation, supplies, etc.) ☐ Other resources (please describe):
Please describe budget resources in more detail, if available. *(if requesting new employees, please include a plan for sustaining that position beyond the end of the grant)*

APPROVALS	
Title	**Signature**
Direct Supervisor	
Cabinet leader	
IE & Assessment lcooper@kcc.edu	
Accounting Office speters@kcc.edu	