

**Minnesota State Colleges and Universities
Grant Proposal and Funding Request Approval Form**

*Part I: Attach a brief abstract and submit **prior to** submission of grant or funding application.*

Title (of program or project) _____

Corresponding Strategic Direction _____ Partner (if applicable) _____

Program/Project Manager and Unit _____

Telephone _____ Fax _____ E-mail _____

Type of Program/Project (check one) New _____ Continuation _____

Estimated Term of Program/Project _____ to _____

Total Estimated Budget (attach Form GR-A) \$ _____ Estimated Funding Need \$ _____

Suggested Funding Source(s) _____

Potential Grant(s):** Name(s) _____

Funder(s) _____

Application Deadline(s) _____

Award Notification Date(s) _____

Matching funds required? No ___ Yes ___ (If yes, complete and attach Form GR-B and/or GR-C)

Matching Ratio 1:1 ___ 2:1 ___ 3:1 ___ Other (explain) _____

Estimated Term of Potential Grant _____ to _____

**This process and form are not applicable to Perkins Fund grants.

Funding Approval Request (Complete Part II on reverse side if/when request approved.)

Program/Project Manager

Date

College/University Approval (if required) Signatures of the department Chair and/or Dean are required if program/project will provide funding for or require resources from a campus.

Signature and Date

Signature and Date

Title

Title

Office of the Chancellor Approvals (Foundation and Corporate Relations has been consulted.)

Executive Director, Minnesota State Colleges and Universities Foundation

Date

I approve the program/project, the System commitments identified and the associated fundraising activities.

Associate Vice Chancellor / Executive Director

Date

Cabinet Officer or Delegated Designee

Date

Vice Chancellor – Chief Financial Officer

Date

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Grant Proposal and Funding Request Approval Form
Part II: Checklist; complete when request approved.

Identified Term of Program or Project _____ to _____

Total Final/Approved Budget (*complete and attach Form GR-A*) \$ _____

Total Final Funding Need \$ _____

External Funding Needed by (*insert date*) _____, 200__

Identified Funding Source(s)

Foundation and Corporate Funding _____

**Government Funding _____

Matching funds required? No ___ Yes ___ (*If yes, complete and attach Form GR-B and/or GR-C*)

Matching Ratio 1:1 ___ 2:1 ___ 3:1 ___ Other (*explain*) _____

Total Cash Commitments (*complete and attach Form GR-B*) \$ _____

Total In-Kind Commitments (*complete and attach Form GR-C*) \$ _____

**Note: This process and form are not applicable to Perkins Fund grants.

Application

Deadline (*insert date*) _____, 200__

Received (*insert date*) _____, 200__

Submitted (*insert date*) _____, 200__

Mailed _____

Faxed _____

Electronic _____

Award

Notification (*insert date*) _____, 200__

Yes ___ No ___

Amount \$ _____

Identified Term of Grant _____ to _____

Funds Received (*insert date*) _____, 200__

Funds Transferred to Business Office (*insert date*) _____, 200__

Distribution (of Approval form and supplemental documents, e.g. example grant awards and documents incorporated by reference)

Foundation and Corporate Funding

Development Office (Director of Foundation and Corporate Relations) - originals

Program/Project Manager

Budget Office

Business Office

Director of Financial Planning

Government Funding (This process and form are not applicable to Perkins Fund grants.)

Academic and Student Affairs (Associate VC for Strategic Partnerships) – originals

Program/Project Manager

Budget Office

Business Office

Director of Financial Planning

Government Relations (federal grants only, excluding Perkins Fund grants)

Minnesota State Colleges and Universities
Grant Proposal and Funding Request Approval Form
Instruction Sheet

Note: This process and form are not applicable to Perkins Funds grants

Part I (page 1)

Title: Identify name of program or project for which funding is sought. Title will be entered in database and used throughout term of grant.

Corresponding Strategic Direction: Identify strategic direction(s) correlating to program or project.

Partner: Identify schools, campuses, corporate partners and/or fiscal agents, e.g. DEED, that will be partners to program or project.

Program/Project Manager and Unit: Identify individual with primary responsibility for managing program or project. Identify individual's work unit.

Telephone: Provide primary telephone number of Program/Project Manager.

Fax: Provide fax number of Program/Project Manager.

E-mail: Provide e-mail address of Program/Project Manager.

Type of Program/Project: Indicate whether program or project is new or on-going initiative in need of additional funding from new or established sources.

Estimated Term of Program/Project: Provide the proposed start and end dates of the program or project.

Total Estimated Budget: Provide estimated budget of program or project. Complete and attach Form G-A, Proposed Budget. If program or project is for multiple years, submit a total budget and annual budgets on a fiscal year (July 1 through June 30) basis.

Note: Unless the grant application requires a special budget form be completed or provides specific budget instructions, the proposed budget submitted on Form GR-A can be replicated and attached to grant application when permissible.

Estimated Funding Need: Provide estimate how much will need to be secured from corporate and foundation and/or government funders.

Suggested Funding Source(s): Identify prospective funders including those known to have a relationship to program or project.

Potential Grant(s): Provide grant names, funders, application deadline dates and award notification dates of potential grants to fund program or project. Indicate whether matching funds are required and, if so, what type, i.e. cash or in-kind, and matching ratio. Provide the proposed state and end dates of the potential grant.

Part II (page 2)

Use as checklist when grant or funding request is approved.

Special Note: Print pages 1 and 2 using the "Page Range, Pages 1-2," "Print on both sides" and "Flip on long edge" features to limit form to one sheet of paper.
