HAGERSTOWN COMMUNITY COLLEGE
Approval Procedure and Form for Grant Proposals

As Hagerstown Community College seeks grant resources to augment its programs and services, it is important that grant proposals support achievement of the College vision, mission, strategic goals, and institutional priorities. Prospective grants should also be analyzed for their fiscal requirements, as well as the ability of the College to sustain a project once external funding has ended.

This form is to be used by HCC employees who are interested in applying for grant funds for which the college is the sole or lead agency or in which the college is a partner and not the lead agency. The first two pages of this form must be completed and approval signatures obtained **before proposal development** takes place. The third page of this form, "Final Signature for Submission of Grant Proposal" must be completed and approval signatures obtained **before proposal submission** takes place. No employee shall apply for or accept any grant using the name Hagerstown Community College without first receiving approval up through the President. All applications for funds will be signed and approved by the President.

Furthermore, to ensure accurate financial records and meet required reporting needs, all grant activity will be processed through the Finance Office in accordance with generally accepted accounting principles for public educational institutions.

The Approval Form for Grant Proposals is used to obtain approval for development and submission of grant proposals. It will aid the Grants Executive Council in assessing the appropriateness and impact of proposals. If proposal development is approved by the Council, the grants office will ensure that signatures beyond the Project Director and Dean/Vice President are obtained. The grants office will ensure that all signatures necessary on page 3 are obtained before submitting this grant proposal to the grantor.

Project Title	
Program	
Funding Agency & Officer	
Source of Grant Funds	☐Federal ☐State ☐Private ☐Local
Requested Amount	
Fiscal Agent/Lead Agency for Grant Funds	
Support Needed from Other Areas of the College	Described in attachments or below. If Food Services will be required for this grant, please verify pricing before any grant submission.
Required College Match (Cash)	
Required College Match (In-Kind)	
Submission Deadline	
Project Period	
Expected Award Date	
Project Manager	

Description: Please use the following outline, and attach additional sheets if necessary.

- *Provide a brief description of the project, including the overall project goal.*
- *To the extent possible, describe activities that might be part of the project, and explain how the proposed activities support the College Vision, Mission, Strategic Goals, and Institutional Priorities.*
- *If the College is to be a partner, not the lead agency, describe what role the College will play in the project.*
- *If applicable, describe how the College would sustain the project once external funding ended.*

Required Signatures:

_____   _____
Project Manager   Date

_____   _____
Dean/Vice President   Date

_____   _____
Director, Grants Development   Date

_____   _____
Vice President of Administration and Finance   Date

_____   _____
President   Date

HAGERSTOWN COMMUNITY COLLEGE

**FINAL Signatures
for
Submission of Grant Proposal**

Attach copy of Grant Proposal

Grant:

Funding Agency:

Submission Date:

Signatures:

_____   _____
Director of Grants Development   Date:

_____   _____
Barbara Macht   Date:

_____   _____
Director of Human Resources   Date:
(If applicable)

_____   _____
Area Dean/Vice President   Vice President of Administration and
          Finance
Date:_____   Date:_____

_____
Dr. Guy Altieri, President

_____
Date

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Revised August 2011