

## **CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS**

### **AP 3280                      GRANTS**

**Reference:**                      Education Code Section 70902

Prior to applying for a grant, the Division, Department, Program, faculty, or staff member will, where possible:

1. Prepare a concept paper describing:
  - The opportunity, problem or need that the grant proposes to address;
  - A brief description of the project;
  - A brief summary of the objectives and activities of the project;
  - The funding source;
  - The amount being requested;
  - Required match, if any, and the proposed source for said match;
  - The time period of the project;
  - Partners or other outside personnel, if any, who will participate in the grant application process;
  - Amount of indirect costs that will be provided to the District; and
  - Any space and/or other facilities requirements in the proposal.
2. Submit the concept paper to, and obtain approval to proceed from, the appropriate Vice President.

If a concept paper cannot be prepared due to lack of time, the interested person shall, prior to applying for a grant, meet with the appropriate Vice President, make a verbal presentation regarding the grant, and receive verbal approval to proceed from said Vice President.

Board Approved 12/07/10