**INTENT TO APPLY**

Grants

**GRANT PROJECT SUMMARY**

|  |  |  |
| --- | --- | --- |
| **Center or Department** | **Funding Source (CFDA# if applicable)** | **Date Form Completed** |
| **Administrative Supervisor** | **Funding Source Website**   | **Grant Period**  |
| **Project Title** | **Project Point of contact (Project POC)** | **Funder’s Application Deadline** |
| **Amount Requested** | **CO-APPLICANT(S); DISTRICT(S); ORGANIZATION(S)** |  |

**PROJECT DESCRIPTION & POTENTIAL IMPACT**

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| --- |
| **Project Description & Summary of Costs/Budget**  |
| **Target Population**  |  |
| **Potential Impact on Target Population** |
| **Explain how this project aligns with ESC vision, purpose, values and or goals** |

**PROJECT OPERATIONS**

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| --- |
| **Funding Source Reporting Requirements (e.g., Quarterly, Annually)** |
| **# of Staff Participating; Titles; Duties**  |
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| --- | --- | --- |
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|  | **Does the implementation of this grant:**  | **Select one** | **If “YES” is selected, please provide an explanation** |
| **STAFFING** | Pull any existing staff from primary duties?  | ⃝ Yes ⃝ No |  |
| Cover any existing salary costs?  | ⃝ Yes ⃝ No |  |
| Require additional staff to be hired?  | ⃝ Yes ⃝ No |  |
| Cover any additional staff salary costs?  | ⃝ Yes ⃝ No |  |
| Involve hiring Contractors?  | ⃝ Yes ⃝ No |  |
| Cover the cost for Contractors? | ⃝ Yes ⃝ No |  |
| **TRAINING** | Require additional staff training? | ⃝ Yes ⃝ No |  |
| Cover the cost for training? | ⃝ Yes ⃝ No |  |
| **TRAVEL** | Involve travel expenses? | ⃝ Yes ⃝ No |  |
| Cover the costs for travel? | ⃝ Yes ⃝ No |  |
| **Matching Funds** | Require matching funds?Have Matching Funds been Identified? |

|  |
| --- |
|  ⃝ YES ⃝ NO |
|  ⃝ YES ⃝ NO |

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| **Other** | Require Letters of Support? | ⃝ Yes ⃝ No |  |
| Requires Subrecipient Agreements? | ⃝ Yes ⃝ No |  |

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| --- | --- | --- | --- |
|  |  |   |  |
|  Center Director/Department Head |  Date | Fiscal/Grants Management DATE |
|  **Treasurer**  |  Date |  **Superintendent** Date |

**ADMINISTRATIVE APPROVAL & ACKNOWLEDGEMENT**