

CONTRACT/GRANT INFORMATION SUMMARY

1. Name of contract/grant: _____

Name of contracting party/grantor (funding source) _____

Is this a grant proposal? Yes___ No___ OR has this grant been approved? Yes___ No___
IF YES, please attach a copy of the award letter.

2. Briefly summarize the purpose of the contract or grant application (what will be done or what service will be provided):

3. Total amount of Grant or Contract is: \$ _____ Amount of revenue expected \$ _____
Dollar amount of overhead included: \$ _____ Amount of required college match \$ _____
Details of match:

Was Grant included in current budget in sufficient amount? **IF NOT**, please fill out **Request for Board Resolution to Appropriate Funds** form. (**ALL NEW** federal, state, local grants **MUST** be approved by Board of ED.)

4. Background information (list any pertinent details):

Term (list specific time period) of grant or contract: _____

Is this a renewal of an existing grant or contract? Yes___ No___

Has this submission been approved by your administrative supervisor? Yes___ No___

5. Submitted by: _____ Date: _____

6. Campus Coordinator for this grant or contract: _____
(If different than submitting party)

>>> **Grants or contracts deemed to have significant potential impact on the College's financial, personnel, or physical resources may be submitted to the Board of Education for review. The Board reserves the right to approve or deny all contracts or grants.**

>>> **See chart on next page for suggested College overhead charges that should be included within this grant and contract proposal.**

OFFICE USE ONLY

_____/_____/_____
REVIEWED AND APPROVED / Date / REVIEWED AND RETURNED WITHOUT APPROVAL / Date

****Return form and grant/contract to Director, Accounting & Budget****

GRANT/CONTRACT SUGGESTED OVERHEAD CHARGES

The grid below provides general guidance regarding overhead charges that should be included within contract and grant proposals.

\$\$\$ Grant or Contract	Accounting	Facility	Non- Contracted Staff	Contracted Staff	Student Services	General	Min/ Max
Under \$100K	5%	5%	3%	5%	3%	4%	9%- 25%
100,001- 500K	4%	4%	3%	5%	3%	3%	8%- 22%
500,001- 1 mil	3%	3%	2%	5%	3%	2%	7%- 18%
Over 1 mil	2%	2%	2%	5%	3%	2%	5%- 16%

Contracts or grants that clearly don't include a particular set of services can exclude the corresponding overhead charges. Further, overhead charges are negotiable by the Dean/Director within reasonable constraints. Grants or contracts that fail to contain provisions for recovery of the minimum specified overhead will be subject to rigorous scrutiny.