RESOURCE DEVELOPMENT/GRANTS
PRE-PROPOSAL ASSESSMENT

Directions: Prior to developing the grant proposal, the project lead must assess the grant opportunity and make a recommendation to move the project forward. Use the assessment criteria below to identify the strengths and weaknesses of the grant opportunity. Contact appropriate personnel to assess campus-specific criteria. Summarize findings and submit recommendation to the Director of Grants Development.

GRANT TITLE: _____   **FUNDING SOURCE:** _____

ASSESSMENT CRITERIA	STRENGTH	WEAKNESS
COLLEGE ALIGNMENT		
Grant opportunity is aligned with the College's strategic priorities.		
FINANCIAL RISKS		
The funder disallows grant funds if project objectives are not met.		
INSTITUTIONAL IMPACT – *Check all that apply*		
The project will... _____Generate new revenues such as additional credit and non-credit students/contact hrs. _____Provide direct services to current HCC students. _____Provide direct services to ISD students. _____Has the potential to increase enrollment, student success, retention, etc. _____Result in new academic/workforce programs. _____Expand existing academic/workforce programs. _____Provide professional development to HCC faculty/staff. _____Enhance HCC's access to external resources.		
PROPOSAL PREPARATION		
There is sufficient time to develop a quality proposal. _____ No deadline (revolving) _____8wks _____6wks _____4wks _____<4wks Subject matter experts are able to commit time to develop the proposal.		
INSTITUTIONAL CAPACITY- *Check all that apply*		
_____This grant will require matching in-kind funds. _____This grant will require matching non-federal funds. _____The campus, that will administer the grant, has additional office space to dedicate to the project, if needed. _____The campus, that will administer the grant, has the classroom/lab space needed to accommodate the grant activities. _____The campus, that will administer the grant, has the technical resources needed to accommodate the grant activities. (i.e. equipment/software, etc.)		

ASSESSMENT CRITERIA	STRENGTH	WEAKNESS
EXTENT OF EXTERNAL COLLABORATION- *Check all that apply*		
_____The project will require external partnerships with other community colleges. _____The project will require external partnerships with four-year institutions. _____The project will require external partnerships with local corporations/businesses _____The project will require external partnerships with community organizations. _____The project will require external partnerships with workforce boards. _____The College has existing partnerships in place that are relevant for this opportunity.		
GRANT FUNDING CAPACITY		
_____The grant budget is self-sustaining regarding adequate funding to cover the salaries of the project staff. _____The project will need additional faculty/staff time not covered by the grant budget.		

Summary of Assessment:

RECOMMENDATION

☐ The College ***should*** pursue this grant opportunity.　　　　　　☐ The College ***should not*** pursue this grant opportunity.

Grant Reviewer: _____　　Completed Review: _____
　　　　　　　　　　　(Print Name)　　　　　　　　　　　　　　　　　　　　　　　　　**(Date)**

Signature: _____　　Date: _____
　　　　　　Director, Grants Development