**Grant Concept Case Statement**

Case number (internal use only):

Case developer name:

Date:

Concept/Case name:

Next level review (program manager, dean, VP):

1. With what aspect(s) of the [strategic plans](http://www.bellevuecollege.edu/futurevision/plans/) is your case aligned and how is it aligned? (Provide a short narrative of the linkages and include the alpha-numeric ordering system i.e. SP 1.2 or AMP 3.1.)
2. What is the need or gap in services (from the student or community perspective) that you propose to address?
	1. Provide clear supporting data that verifies the stated need based on BC and broader research findings.
	2. List current research on best practices aligned with your concept.
	3. What college programs does the proposal support or complement?
3. What do you propose to do that will address the identified need/ close the gap?
	1. What measures will you use to evaluate success?
4. Have you identified a project manager (PM)/principal investigator (PI)? What is the expertise of the proposed project manager/principal investigator to develop the project plan and grant proposal and to manage the project?
5. What is the plan to handle added work demands for the PM/PI and division staff as they manage the project? If this grant operates out of an academic division, has the Division Operations Director been notified?
6. Describe all financial and other resource requirements of the project.
	1. What college resources might be needed
		1. Personnel for developing the grant, especially subject matter experts.
		2. Personnel for managing and implementing the grant.
		3. Any resources that might draw from other areas of the college including technology, facilities, HR, budget and finance.
		4. Matching funds. If so, have matching funds been identified?
	2. What resources will be requested in the grant? (funds for personnel, equipment, software or other technology, curriculum, professional development, travel, stipends for students, supplies, etc.)
7. In addition to improving student success, are there additional benefits to the college
	1. Positive return on investment (i.e. new students, more graduates, process improvements, and/or financial savings).
	2. Professional development for faculty or staff. Describe how personnel will benefit and how many may be impacted.
8. What aspects of the project will be sustained beyond the grant? What resources (space, technology and/or personnel) will be required to sustain the project beyond the grant? What is the plan to obtain the necessary resources?
9. If external or internal collaborators are required, who are they and what is the status of these partnerships?
10. Have you identified a funding source or sources?

VP or Dean initials \_\_\_\_\_\_\_

Program Chair initials \_\_\_\_\_\_\_