

HOUSTON COMMUNITY COLLEGE SYSTEM
Department of Resource Development
Proposal Notification

Funding Source: _____ Check one:
Public _____
Project Title: _____ Private Foundation _____
_____ Corporation _____

Estimated budget \$ _____
Match required? oYes oNo (If Yes, _____% _____ Cash _____ In-kind)

Today's Date _____ Submission Deadline: _____ Arrival Postmark

ABSTRACT: (Briefly describe the project and include information on population affected, system-wide or college-wide impact, where project will operate, type of institutional commitment required, duration.)

Describe facilities, equipment and support required:

The grant will include (check all that apply):

o Subcontract for services o Subcontract for materials o Lease of external facilities

Will subcontract(s) require Board notification? Yes o No o If yes, obtain review and signature of VC for Economic Development

Vice Chancellor for Economic Development

Submitted by: _____ College: _____ System

Person Responsible for Proposal Development: _____

Approved to submit:

Academic Dean, Workforce Dean or Student Services Dean (as appropriate)

College President

College Director of Resource Development

To secure clearance on Private Foundations, forward to Patti Carlton: 718-5060 Fax: 718-8631

Director, HCCS Foundation

Submit completed form at least 10 days prior to submitting to funding agency to: Andy R.Montez MC 1121 Phone: (713) 718-5277 andy.montez@hccs.edu Fax: (713) 718-5221 form RD101 03-2001
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