

Sample Funding Opportunity Analysis Tool

Per Administrative Procedure 3280, an analysis must be utilized to determine whether a funding opportunity will be pursued. This tool may be used to conduct that analysis. If a decision is made to pursue the opportunity, a written approval must be emailed to the Grants Office.

Alignment with Strategic Plan

Describe how the grant meets the goals/objectives established by the college/district strategic planning process

Describe the expected outcome(s) of this grant

Describe the individuals/constituency groups who have been involved in assessing the merits of proceeding with the grant application

Institutional Capacity

Does the college/district have the institutional capacity to excel at administering the grant and achieving the goals and objectives?

Does the grant provide for adequate staffing?

Can the college/District provide sufficient administrative support for the grant to be successful? Describe in detail, taking into consideration existing and future commitments. Describe the constituency groups consulted to make this assessment.

How will the grant impact Institutional Research during grant development and implementation?

How will the grant impact Information Services during the grant and after it ends?

Financial Impact

Will there potentially be consultant fees that need to be paid from the general fund? If yes, how much and in which fiscal years?

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Which specific new or existing positions will be assigned to this grant and for how long?

Does the grant require that the District pick-up the cost of positions beyond the expiration date of the grant?

How many and for how long?

What funding source will pay for the positions and what fiscal year will that obligation need to be fulfilled?

Describe any other specific costs that will be paid for by the grant will need to be picked-up by the college/district when the grant terminates (equipment, supplies, licenses, professional development, student exam preparation, etc.).

Specifically describe the commitment for "In-Kind" match required by the college/District, including: personnel; equipment; facilities; external partners, etc.

If the grant is multi-year, have the appropriate cost inflation items been factored into each year (Step and Column, COLA, Health Insurance, PERS, STRS, Workers' Compensation, Unemployment Insurance)?

If the grant provides for indirect costs, has maximum allowable rate that will still allow the college/district to be competitive been included?

Have the college VPs of Business documented their financial assessment of the proposed grant, including "down-stream" financial impact?

How have financial and performance concerns been addressed?

Are staffing and purchasing responsibilities adequately addressed?

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How will crisis conditions be averted, particularly as it relates to the timing of purchases at year end or at the end of a grant?

How will the linkage between expenditure of funds and achievement of goals and objectives be addressed?

Facilities Impact

Are facilities adequate to house grant staff?

How will the grant impact capital facilities construction funding during the grant and after it ends?

How will the grant impact capital facilities capacity load ratios during the grant and after it ends?

How will the grant impact facilities M&O during the grant and after it ends?

Instructional Integrity/Capacity

Will the grant impact enrollment in any way?

Are there accreditation standards that will be effected (e.g. instructor to student ratios)?

Reporting

Have report preparation and reporting responsibilities been determined?

Have compliance and financial responsibilities been determined?

Sample Funding Opportunity Analysis Tool

After reviewing the attached Sample Funding Opportunity Analysis Guidelines, I give my approval to apply for the (name of grant) program.

Signature of Chancellor/President or Designee

Date

Indirect should be included at _____%

Name of Content Developer(s) assigned to this project:

Notes to Grants Office: