



## *Grant Project Prospectus*

Office of Grants and Alternative Funding

A prospectus is a brief summary of your grant concept that can be used in committee meetings to discuss your idea or by the Grants Office to assist in locating appropriate potential funding sources. The prospectus also can be used to conduct liaison work with an agency by giving the agency staff something to look at while you discuss your idea for funding. Please complete the prospectus form below and bring it with you when you meet with the Grants Office staff.

1. **Title of Proposed Project** *Give your proposal a brief but descriptive title.*

2. **Date** prospectus was written and by whom.

3. **Contact Information** *Name, title, department, address, phone, fax, email of contact person.*

4. **General grant area:** *List the general subject the grant concerns, i.e., faculty development, student retention, technology equipment, etc.*

5. Which of **Oakton's Strategic Goals or Objectives** does this project address?

6. **Goal:** *Generally, each project should have only one goal or purpose. A goal is a view of the end result of the project. Goals are conceptual and abstract. Create one goal for your project.*

7. **Need Statement:** *Why is it important for your project to happen? The three most important sources for assessing and documenting need are: a quote from a “key informant” or external expert; data from public or internal records; and a literature search of published documents on the subject. Try to answer the following: What is the problem (or gap) that exists that requires solutions? What is the urgency in solving this problem now? What happens if this need is not addressed?*

8. **Objectives of the Project:** *Each project should have three to five objectives. Objectives are outcomes that are tangible, concrete, specific, measurable, and achievable, with a time dimension.*

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9. **Activities:** *Each objective should have three to five activities that will help you achieve your objective. What activities have you chosen to accomplish your objectives?*

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| Objective 1:<br>A.<br>B.<br>C. |
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| Objective 2:<br>A.<br>B.<br>C. |
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| Objective 3:<br>A.<br>B.<br>C. |
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| Objective 4:<br>A.<br>B.<br>C. |
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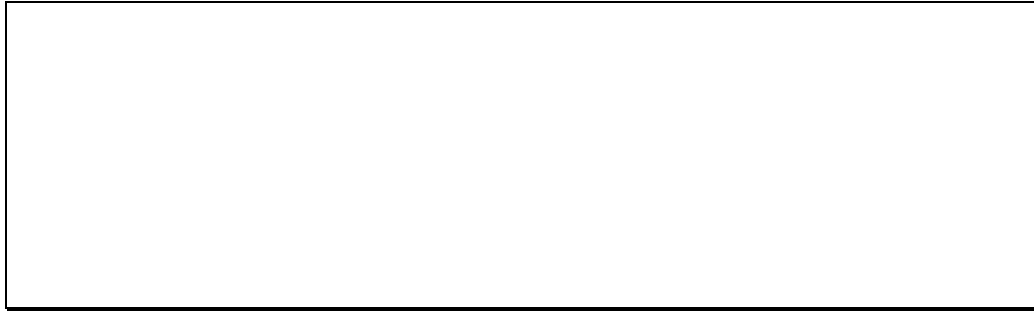
10. **Target group:** *What population will be served by this project? How many will be involved?*

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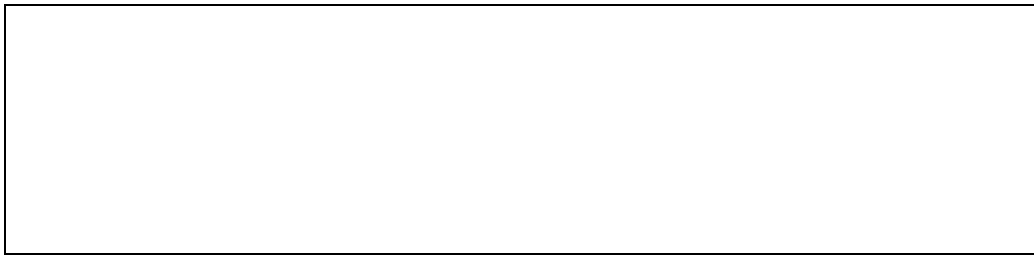
11. **Resources:** *What other people will you need to help with this project? Please list names (if known), positions, and brief phrase describing job. Are there external partners who need to be involved? Who? What facilities will you need (labs, classrooms, meeting rooms, etc.)? What equipment (office furniture, access to computers, special technical equipment, etc.) will you need?*

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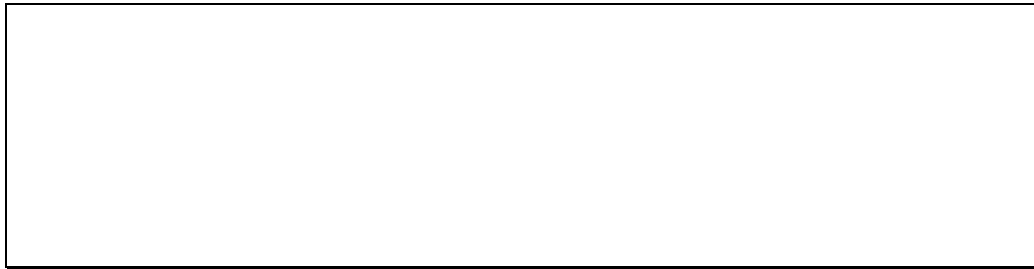
12. **Evaluation:** *How will you know if your project achieves its objectives? How will you measure your progress? What methods will you use?*

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13. **Results:** *What are the long-term and short-term outcomes you expect to achieve from this project?*

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14. **Cost:** *How much will the project cost? What are the major cost items? A sample budget form follows this form, if you prefer.*

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