**GAP Form Template**

**General Information**

**1. Request Date:** ##/##/2025

**2. About the Project**

|  |  |
| --- | --- |
| **Project Title:** *Type response here…* |  |
| **Grant Program Title:** *Type response here…* |  |
| **Funding Agency:** *Type response here…* |  |
| **Proposal Website**: *Type response here…* |  |

**3. Funding Agency Type**

*-- Please Select –*

* Federal
* State
* Foundation
* Other

**4. Principal investigator/grant lead**

**Name:** *Type response here….*

**Email:** *Type response here…*

**5. Co-principal investigator/Co-grant lead, if applicable**
*Note Administrative Co-PIs are required for faculty led projects. Administrative Co-PIs should be college administrators (e.g., College Dean, Director, Project Manager)*

**Name:** *Type response here…*

**Email:** *Type response here…*

**6. Proposal Deadline:** ##/##/2025

**7. Total Grant Dollars Requested** = $ dollar amount

**8. Performance Period (Months or Years):**

**9. Is a 501(c)(3) required?**

* Yes
* No

**10. Project Type**

*-- Please Select –*

* New
* Retry
* Renew
* Other

**Proposed Project**

11. **Description of Proposed Project**:

* What specific need or problem will the project address?
* Who will be served?
* How many?
* Describe project objectives and expected outcomes.

*Type responses here….*

12. **Institutional Alignment**:

Explain how the project aligns with the mission and goals of the college.

Please refer to [SMC's Mission, Vision, Goals](https://www.smc.edu/administration/governance/vision-mission.php#:~:text=Santa%20Monica%20College%20provides%20a,in%20achieving%20their%20educational%20goals) and [SMC's Board of Trustees Annual Goals and On-Going Priorities.](https://www.smc.edu/administration/governance/board-of-trustees/documents/Board-Goals-and-Ongoing-Priorities.pdf)

*Type responses here….*

13. **Institutionalization/Sustainability**:

List those activities expected to continue after the grant ends.

How will the activities be sustained?

*Type responses here….*

**Grant Resources**

14. **Personnel**: Will there be any grant-funded staff?

* Yes
* No
	+ If Yes, complete additional information about staffing.

15. **Budget**: Provide a draft of the proposed budget for this proposal.

**Please attach a detailed budget sheet (by year and total amounts) and budget justification narrative in the attachments section.**

|  | **Budget Item Description** | **Total Grant Budget** | **Annual Budget** |
| --- | --- | --- | --- |
| Item 1 |  Item name/description |  $ |  $ |
| Item 2 |  *Indirect (de minimus rate of 15%) as allowed by funder* |   |   |
| Item 3 |   |   |   |
| Item 4 |   |   |   |
| Item 5 |   |   |   |
| Item 6 |   |   |   |
| Item 7 |   |   |   |
| Item 8 |   |   |   |
| Item 9 |   |   |   |
| Item 10 |   |   |   |

16. **Budget, Part 2**

Are matching funds required?

* Yes
* No

Percent required:

 %

Provide details of the sources of matching funds:

*Type response here….*

Are the matching funds you described above committed?

* Yes
* No

17. **Facilities**: List the facilities and/or equipment the college will need to provide for this project.

*Type response here….*

18. **Equipment & Software:**  List equipment, software licensing, renewal fees, maintenance and any ongoing support the college will need to provide for this project.

*Type responses here….*

 **Required Interdepartmental Concurrence**

The Grants Office will coordinate the required interdepartmental concurrence process which ensures transparency and supports the coordination of necessary resources for the proposed project. This coordination is intended to ensure the successful implementation and sustained viability of the proposed project.  If you have any documentation to include you may attach it in the appropriate department section below.

19. Institutional Research

Browse...

20. Facilities

Browse...

21. Information Technology (IT)

Browse...

22. Business Services (Accounting, etc.)

Browse...

23. Marketing

Browse...

24. Human Resources

Browse...

25. General Counsel

Browse...

26. Diversity, Equity, and Inclusion

Browse...

27. Risk Management

Browse...

**Relevant Attachments**

28. Upload any relevant documents here

Browse...

29. Upload any relevant documents here

Browse...

30. Upload any relevant documents here

Browse...

**Signatures**

Your direct supervisor/department chair (if applicable) and area VP will be emailed to provide their signature for approval of your project and GAP form.

31. Approval: Department Chair/Immediate Supervisor

Name: *Type response here*

Email Address: *Type response here*

32. Approval: Area Vice President

Name: *Type response here*

Email Address: *Type response here*