

BOCES CONCEPT FORM

Submit this form to the CC Grants Office or to the BOCES Manager BEFORE writing a BOCES grant. Call 268-2488 with any questions. All Concept Forms will be reviewed by the BOCES Grant Review Committee. Once the form is approved by the NCSD #1 and CC representative to the BOCES Board, an appointment will be scheduled with the Grants Coordinator and BOCES Manager to discuss the grant prior to writing the proposal.

PROPOSAL DATA

Project Partners:

NCSD: _____ CC: _____ Date: _____

Grant Due Date: _____

Project Start Date:

Project End Date:

BUDGET DATA

Funds Requested: (this can be an estimate: see attached BUDGET Form)

Funds will be expended for: (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Salaries | <input type="checkbox"/> Rent (facilities, equipment) |
| <input type="checkbox"/> Fringe Benefits | <input type="checkbox"/> Purchased Equipment |
| <input type="checkbox"/> Honorariums/Contracts/Contracted Services | <input type="checkbox"/> Tuition and Fees |
| <input type="checkbox"/> Travel* | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Supplies/Materials | _____ |
| <input type="checkbox"/> Publicity/Advertising | _____ |

PERSONNEL

If hiring personnel, explain how long this position is needed and, if on-going, how the position will be maintained.

* Travel can include airfare, mileage, per diem, registration fees and other associated travel costs

SPACE

Will additional space be required for this project? Yes No

If yes, what is your plan?

PARTNERSHIP

How does this project tie directly to Casper College and NCSD #1? Be SPECIFIC.

PROPOSAL SUMMARY: *Explain your project including the need for the project, population you will serve, and any partnerships that will be included. What are you trying to accomplish?*

BUDGET

Total Cost Of Project	
Request from BOCES	

EXPENDITURES					
Cost Category	Unit Cost	Total Units	Total Amount	BOCES Request	Cost Calculation
Salaries					
Fringe Benefits					
Honorariums/Contracts					
Travel					
Supplies/Materials					
Publicity/Advertising					
Rent					
Equipment					
Tuition and Fees					
Total Project Cost					

1. The budget should reflect your total project cost not just the BOCES portion. If the total amount requested from BOCES is the grant total amount, both columns should still be completed.
2. Under Cost Calculations, show how you arrived at the total cost.
3. Travel costs must follow either CC or NCSD travel policy. For example, college employees must follow per diem requirements for cost per meal as reflected by the GSA.
4. Travel can include airfare, mileage, per diem, registration fees and other associated travel/conference costs.

BUDGET JUSTIFICATION

For each of the cost categories, explain why these costs are requested. If BOCES is only a portion of the requested budget, how will you pay for the total project?

APPROVAL

Casper College	Signature	Date
Project Partner/Title		
Department Chair		
Dean		
VP Academic Affairs		
VP Student Services (if applicable)		
Executive Dean, Continuing Ed (If applicable)		
NCS D #1	Signature	Date
Project Partner/Title		
Building Principal		
Associate Superintendent		

Office Use Only

Date Submitted to Grants Office	Date Reviewed	Grants Coordinator