



WORKING TOGETHER | PURSUING EXCELLENCE | INSPIRING ACHIEVEMENT

Operational Memorandum
Sacramento City College

OM: 1.D.1

Adopted:

Attachment I: Grant Feasibility Review Form

Prospective grant applicants will communicate their request to their supervisor and complete the attached form. If the supervisor supports the request, they will sign the form and forward to their AVP or direct supervisor. If the AVP or direct supervisor supports the request, they will sign the form and route it to the PRIE office and to the Office of the President. This will trigger two simultaneous reviews. When prospective grant applicants learn of an opportunity they may wish to pursue, they should initiate this process as soon as possible, given that grant timelines are often very short. **Please complete all areas for the Grant Feasibility Review, including the checklist on the last page.** A decision whether to pursue the grant opportunity will be made within 5 business days of receiving the grants feasibility request form.

Project Title:

Grant App. Deadline:

Requester Name:		Date of Request:	
Supervisor Name:		Date Submitted to Supervisor	
AVP Name:		Date Presented to AVP/Mgr	
Project Start Date:		Date submitted to President:	
Project End Date:		Date submitted to PRIE:	

Funding Agency:

Funding Amount:

Please attach the following:

RFA/RFP

College Goal (please indicate college goal(s) 1-6):

- 1: Optimize student access, progress, momentum, and success.
- 2: Ensure equitable academic achievement across all racial, ethnic, socioeconomic, and gender groups.
- 3: Provide exemplary teaching and learning opportunities.
- 4: Provide exemplary workforce and career technical education programs that reflect the needs of the region we serve.
- 5: Foster an outstanding working and learning environment.
- 6: Create and promote a culture of environmental stewardship and sustainability at the college.



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SCC Goals and Strategies

Please describe how this grant meets the college's [goals](#) (500 Words or less):

Grant Specifics

Please summarize the grant opportunity (500 words or less):

Please describe how grant funds will be used (500 words or less):

Please explain how the activities funded by the grant will be institutionalized upon completion:



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Guided Pathways

Please explain how this grant aligns with the college's focus on [guided pathways](#):

Grant Specifics

Please indicate who would be involved in writing the grant application:

Employee(s)
Hiring Consultant

If the grant is awarded, please indicate which areas/personnel would be involved in implementing the project:

Are there facilities/space requirements needed to implement the grant? If so, please describe:

Dean or Supervisor Information

Printed Name:	Signature:	Date:
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Approval (check box and sign in the order below):

- | | |
|---------------|----------------|
| 1. Supervisor | 5. PRIE Office |
| 2. Dean/Mgr | 6. President |
| 3. AVP/Mgr | |

Dean/Mgr Printed Name:	Signature:	
AVP/Mgr Printed Name:	Signature:	
PRIE Dean Signature:	President's Signature:	

President and PRIE Section Only:

Comments

Meeting with Requester(s):

Date:	Date:
Date:	Date:
Date:	Date:
Date:	Date:



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Checklist

All boxes must be checked before submitting the facilities modification request form.

Project title, deadline, all names and dates, funding agency, and funding amount

Attached RFA/RFP if applicable

College Goal

SCC Goals and Strategies

Grant Specifics: Page 2

Guided Pathways

Grant Specifics: Page 3

Dean or Supervisor Information

Approval boxes checked

Signatures