**Request for Assistance in Identifying Funding Opportunities and Submitting Funding Requests**

*The Office of Sponsored Programs and Grants provides assistance to Keystone faculty and staff in identifying and seeking financial resources that enhance current programming, supplement specific operational costs and create new projects that complement Keystone’s mission and strategic plan. All public, private, corporate and foundation requests must be reviewed and approved by the Office of Sponsored Programs and Grants prior to submission. This helps to eliminate duplication of requests to our funders, provides an opportunity for you to obtain assistance with the development of the application, and assures our grant files are complete and current.*

*Please complete this 2 page form which will enable us to better assist you.   
Return this form to: Liz Ratchford, Office of Sponsored Programs and Grants; if you have any questions please contact the Office at (570) 945-8156 or via email at:* [*elizabeth.ratchford@keystone.edu*](mailto:elizabeth.ratchford@keystone.edu)

**Today’s Date:**

**Name:**

**Phone: Email:**

**Department/Division:**

**Services requested:**

\_\_\_\_ I am seeking assistance in developing an application for an identified funding opportunity.

Name of Funder Opportunity:

Application Due Date:

\_\_\_\_ I am seeking assistance in identifying additional funding opportunities for this project/program.

**Project Summary:** Please provide a very brief summary description of project, activity or item for which you are seeking funding.

**What need(s) will this meet?**

**Target population** (Who will the project serve?) –

**Goals/Objectives/Outcomes** (What measureable outcomes do you hope to achieve?) -

**Core Activities** - include general timetable for completion (What are you going to do to/how are you going to meet objectives?) -

**Anticipated budget and brief summary of expenses -**

Do you need \_\_\_\_ full or \_\_\_\_ partial funding? Amount needed: \_\_\_\_\_\_\_\_\_\_\_\_\_

If grant source is identified, is there a match required? \_\_\_\_\_\_\_\_ If so, how much? \_\_\_\_\_\_\_\_\_

Please provide a summary of how grant funding will be used. Please include information if the grant is for new programs, or budget support for existing programs. (e.g. salaries, supplies, conferences, student stipends)

**Evaluation Methods** (How will you measure success?) –

**How will this grant benefit Keystone College and support its mission? Also, include additional information of importance:**

***Please feel free to call the Office with questions or concerns.***