

**Request to Apply
for
External Funding**

All External funds must be related to the mission, purpose, and goals of Howard College.

Proposal Title: _____

Funding Source: _____

Purpose: _____

Intended Use of Funds: (salaries, equipment, supplies, etc) _____

Amount of Request: _____

Proposed Program Period: _____ (from mm/dd/yy) _____ (to mm/dd/yy)

Proposal Writer: _____

Coordinator/ Director: _____

Funding Agency Due Date: _____

Report Preparation:

Narrative Reporting By: _____ (must always be the Project Director)

Financial Reporting By: _____

Administrative/Indirect Cost Allowances

The college is always pleased to support projects that promote education. However, as fiscal agent, the district does incur additional costs for each administered project within the district (i.e., payroll preparation and staff benefits coordination, accounts payable, financial reporting, auditing, and administration.)

Projects which allow administrative or indirect cost allowances can assist the district in off-setting these costs.

Calculation

Total amount **ALLOWED** by funding agency: \$ _____

The above amount is: Administrative Indirect Cost

District amount: \$ _____

Utilized within project: \$ _____

Please explain: _____

Submitted By: _____ **Date:** _____

Division Director/Supervisor: _____ **Date:** _____

Cabinet Member: _____ **Date:** _____

Chief Business Officer or

Campus Dean Support Service/SA: _____ **Date:** _____

Chief Financial Officer: _____ **Date:** _____

Approved **Disapproved**

President: _____ **Date:** _____

Comments: _____

