New York City College of Technology Foundation
Grant Application Form

When applying for City Tech Foundation (CTF) grants, please submit this form together with the signed approval form provided. All approval forms must include the signatures of the originator, department chair, dean, and provost or vice president where applicable.

Before submitting this application to CTF, make sure your project or program matches the specific criteria of the grant for which you are applying. **Grant requests may not exceed $1,000.**

Instructions

- Type and single-space all proposals.
- Submit only one copy
- Do not include any materials other than those specifically requested
- Do not send DVDs

Proposal Summary

Describe (in two pages or less) the project for which you seek funding. Be sure to include

- Why are you requesting this grant?
- How many students will be directly served by the project
- How many guests do you expect to participate in or attend the project
- What outcomes do you hope to achieve
- How you will spend the funds if a grant is made
- A statement of the project's primary purpose and the need or problem it seeks to address
- The anticipated time frame of the project
- How the project will contribute to the College's overall mission

Financial Information

- Provide a list of all project expenses with amounts
- Include a list of all other sources of funding for this project with amounts (actual and proposed)
- A list of the faculty and staff members who will be responsible for the administration of the project

Evaluation
- Please explain how you will measure the effectiveness of your activities
- Describe your criteria for a successful project and the results you expect to have achieved by the end of the funding period

Attachments
- Signed Approval Form
- Completed grant application
- Project description
- Complete budget

New York City College of Technology Foundation
Grant Application Cover Form

_____
Date

Grant for which you are applying _____

Department or program area applying for the grant _____

Building and room number _____

Phone _____   E-mail _____

Department chair or program director _____

Contact person and title _____
(if different than chair or program director)

Amount of grant request $ _____ Total project budget $_____

Project start date/end date _____/_____

Project name _____

Purpose of grant (one sentence) _____

_____

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