

**MASSASOIT COMMUNITY COLLEGE
GRANTS DEPARTMENT
Project Concept Paper**

If you have an idea for a project that you think may require grant funding to implement, putting it in writing can help you think through the project you are envisioning and the questions you should consider – questions that potential funders will want you to answer. Once you have done this, you will be in a better position to explain your project and your rationale for seeking grant funding, and the grants staff will be better able to assist you. A project concept paper does not need to be lengthy; it can be as short as one or two paragraphs.

Addressing the following questions may help you conceptualize your project: who, what, when, where, why, how, and how much?

- **Who** will benefit from the project – who is your target population?
- **What** is the project you envision?
- **When** will the project take place – when are you hoping it will start and how long will it last?
- **Where** will the project take place – at one campus, all campus locations, high schools, elsewhere?
- **Why** is the project needed? This is really the most important question to answer. What problem is the project intended to address? What is the change you hope to effect? What does the research reveal? Has a similar project been tried elsewhere with success? Are there best practices from other projects and/or institutions that you can replicate or build on? Is your idea an innovative approach?
- **How** will the project be implemented? What are the steps you will need to take to make it come to fruition? How will you know whether it is effective? How will you measure success – what are the outcomes you intend to achieve? How does the project fit with Massasoit’s mission, vision, and strategic priorities? How will the project continue after the grant ends?
- **How much** do you estimate the project will cost? Will the project require college resources (e.g., office space, classroom space, Institutional Research or other staff time and expertise)?

Please contact the Grants Department* if you have questions, ideas, or a project concept paper you would like to discuss. We can provide guidance about what kinds of initiatives may or may not be feasible for grant funding, grant trends and “hot” topics, and whether an idea fits with the college’s mission and strategic plan.

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Please be sure to talk with your department chair and dean about your project idea. You will need their support to pursue grant funding. In addition, the Grants Department will need administrative approval before committing time and resources toward researching possible funding sources and helping you develop an application. Once you have spoken with your dean and chair, please use the Grant Approval Request Form to obtain formal approval to proceed.