

# ***INFORMATION for PROPOSAL PREPARATION***

**Mailing Address for Contracts:**

Normandale Community College  
9700 France Ave. S.  
Bloomington, MN 55431

**Legal Name of College:**

Minnesota State Colleges and Universities – Normandale Community College

**Make Checks Payable to:**

Normandale Community College

**Identification Numbers:**

Contact the Grant Development Office to obtain DUNS (Dun and Bradstreet), OPE (Office of Postsecondary Education), or FEI (Federal Employee Identification, also known as Tax ID) numbers.

**Benefits:**

2008 rates are approximately 30%; check with Fiscal Services Grants Accountant Mary Ernst for the figure to use.

**College Overhead:**

Indirect cost rates (or facility and administrative costs) are often determined by the funding agency. See their guidelines. Normandale's negotiated federal indirect cost rate is 39%.

Suggested rate for non-federal grants -- 10% of total direct costs

**Normandale Institutional narrative (modify as needed):**

Normandale, part of the Minnesota State Colleges and Universities system, was established in 1968. Since then, more than 25,000 students have graduated or received certificates. Normandale offers courses in more than 60 academic areas and degrees or certificates in 19 occupational programs. The college serves primarily the southwestern Minneapolis-St. Paul metropolitan area, and its 90-acre campus is located in Bloomington. The College's mission statement describes its fundamental purpose:

As an urban community college serving primarily the southwest metropolitan region of the Twin Cities, Normandale prepares students for full participation in our diverse communities, creates pathways to other college programs, and builds community connections.

**College Data:**

Contact Linda Gust, Research Office, for information on student demographics.

Contact Craig Erickson, Fiscal Services, for Normandale's fiscal year budget information.