

You have an idea for a grant opportunity!



The first step is to complete and submit a GRANT IDEA FORM.

It is important to consider funding sources for any potential grant. If you need assistance with developing your grant concept, including potential funding sources, begin with the Grant Idea Form. **Completing the Grant Idea Form is not a guarantee of authorization to submit a proposal or award funding.**

At any stage of the process, the College may decide to table or postpone pursuit of a grant application. Primary Contacts may appeal the decision. For the appeal process, please refer to the Grant Development Guide.

Next, further develop the concept for your grant idea by completing the INTENT TO APPLY FORM.

Basic grant information is collected, a Primary Contact is identified, budget parameters are defined and a brief 1-2 page abstract about the grant project is drafted. Submission of the INTENT TO APPLY FORM requires approval of a Dean, and Vice President/Associate Superintendent. **The Intent to Apply Form is not a guarantee of funding.**

If your dean or supervisor does not authorize or approve Intent to Apply Form.

The GRANTS DEVELOPMENT AND MANAGEMENT CORE REVIEW TEAM assessment of the Intent to Apply Form Content/Merit.

The Core Review Team will review and forward recommendations to District Leadership Team members (Associate Superintendents of Business Services and Economic Development, Instruction and/or VP of Student Services) on whether or not to proceed with a full application. **Primary Contacts will be notified of the District Leadership Team's decision within 14 business days.**

If the Associate Superintendents table, postpone or deny grant pursuit.

Once the grant concept has been recommended by the Grants Development and Management Core Review Team and approved by the District Leadership Team, the actual **GRANT WRITING PROCESS** begins.

If problems arise with application and College decides to cancel efforts.

The completed Grant Application is signed during the FINAL REVIEW phase.

The Grant Application will undergo a series of final approvals including review by the Superintendent/President and Senior Administration.

ALL SIGNATURES required prior to submission.

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