Grant Process Flowchart [Includes Subawards]

PRE-AWARD



IDENTIFY NEED

Develop Project Idea

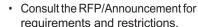
Any College employee may initiate action to prepare a proposal or subaward for funding from an outside agency but must do so through appropriate campus procedures. The Grants Office is available to brainstorm concepts.

Consider:

- Consistency with mission and goals of the College
- Problem/Need/Gap in service
- Goals
- Objectives
- Approach
- Outcomes/Impact
- · Resources Available/Needed
- Time Frame

Find Funding Sources

- Consult GrantsOffice
- Search Grants.gov for Federal grants
- Search Grants Station database for local, regional, and national foundations. Grants Office provides portal access.
- Funding source may be a subaward with a 4-year IHE, non-profit, corporation.



Yes

 Consult any applicable federal/ state guidelines.

Do We Qualify?

Is It a 'Good Fit'?

- Considerourlimitations--Are we capable of fulfilling the requirements?
- Is the project feasible under current circumstances?



Board Policy No. 3280: The District shall establish procedures to assure timely application and processing of grant applications and funds, and that the funds directly support the purposes of the District. [This includes subawards].

Approval to

Proceed

- In collaboration with the Grants
 Office employee will submit the
 online RHC Launch Pad and
 estimated budget template found
 on the Grants Office website.
- Approval from your Dean or immediate supervisor required.
- Grants Office will route for institutional approval.
- In coordination with Grants Office, beginforming teamand laying groundwork for proposal.

2

DEVELOP PROPOSAL

The Grants Office and the project lead will work together through the following steps to coordinate the development of a full proposal.

Thoroughly Read Guidelines

- · Get to know funder/goals
- Determine funding minimum/ maximum
- Identify budget requirements and restrictions
- Identify necessary contacts/ partners
- Re-examine whether project is a 'good fit'

• Discuss planned proposal

Contact Funders

(if allowable)

- Ask for assistance; draft outline for review (if allowable)
- Ask about decision-making process and time frame.
- Any additional guidance offered (TA webinars, open office hours, etc.)

- Gather data/research
- Determine essential elements of the project and how project addresses established needs? (See Project Idea above)

Draft Project Narrative

and Budget

- Develop project timeline
- Assign tasks (if working with team)
- Use RFP as proposal format.
- Determine supplemental documents required.

Review and Edit

- Self-review
- Peer-review
- Grants Director review
- Supervisor and appropriate Vice President review
- Incorporate changes and resubmit as necessary.

Approved to Submit

- Grants Office gathers necessary signatures; submits full proposal.
- **No** proposal or subaward may be submitted without President's approval.



GRANT DEVELOPMENT AND MANAGEMENT

Michaela Brehm Director of Grants 562-462-3749 mbrehm@riohondo.edu