



Grantmaking at Río Hondo College

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Grants Office Overview

The Grants Office helps the College identify promising funding opportunities, develop proposals, and navigate grant development and management.



TRiO



Who We Are

- Melissa Álvarez-Mejorado, Grants Specialist
- Steve Gómez, Director

What Is a Grant?

A grant is a way the government or another agency funds ideas and projects that provide public services and stimulate the economy.

Source: Grants.gov



Grant Management Life Cycle

Three connected phases carry an idea from research through closeout.

1. Pre-award phase

- Research
- Proposal development
- Application submission

2. Award phase

- Application review
- Negotiation
- Acceptance

3. Post-award phase

- Implementation and management
- Monitoring and reporting
- Evaluation
- Closeout

Cyclical Grant Development for Continuous Improvement



Mission and vision remain at the center

- Discover needs and funding opportunities
- Develop the project and proposal
- Implement the funded work
- Evaluate progress and outcomes
- Report results and use the findings to begin the next cycle

Leadership, Responsibility, and Grantmaking

Board Policy 3280 defines who may initiate a proposal and how the College remains informed.

BP 3280

“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.”

BP 3280

“All proposals submitted to outside agencies, corporations, or foundations that fund college activities and programs must be consistent with the mission and goals of the District. The Superintendent/President will be informed about all grant applications in development and proposals submitted, and the Board will be informed about all grants received by the District.”

AP 3280 Pre-Award Approval Process

Key considerations during the pre-award stage of grant development

- Launch Pad form
- NICRA and cost-sharing
- Board approval for awards
- Letters of support
- New awards
- Renewed awards and continuing funds

The Grants Office coordinates the internal approval process before submission. Early consultation helps resolve budget, commitment, authorization, and timing requirements.

Begin early enough to complete institutional review before the funder's deadline.

AP 3280 Post-Award Process and Expectations

Key considerations during the post-award stage of grant development

- Budget negotiation
- Grant Award Notification (GAN)
- Board agenda placement
- Grant budget account
- Coordination with internal departments
- Grant records management

After an award, Grants, Fiscal Services, Contract Services, Human Resources, and the project team coordinate setup, compliance, reporting, and recordkeeping.

Project work should begin only after required approvals and account setup are complete.

How the Grants Office Supports the College

BP and AP 3280 frame the Office's development, management, and compliance responsibilities.

- Foster and grow project ideas
- Identify funding opportunities
- Strengthen grant writing and project development
- Support development of proposals and budgets
- Strengthen collaboration between departments and programs
- Nurture partnerships with funding agencies
- Support project managers
- Support completion and submission of reports to funders
- Comply with internal approval and external compliance requirements

Key Facts to Consider

- 1** There are 26 U.S. federal grantmaking agencies.
Source: Grants.gov
- 2** In 2024, 54 California state entities published 455 grant and loan opportunities totaling more than \$48 billion.
Source: Grants.ca.gov
- 3** Preparing a federal grant proposal takes an estimated 80 to 100 hours.
Source: The Grantsmanship Institute
- 4** Research ideas and program plans should begin 6 to 12 months before the grant deadline.
Source: Hanover Research

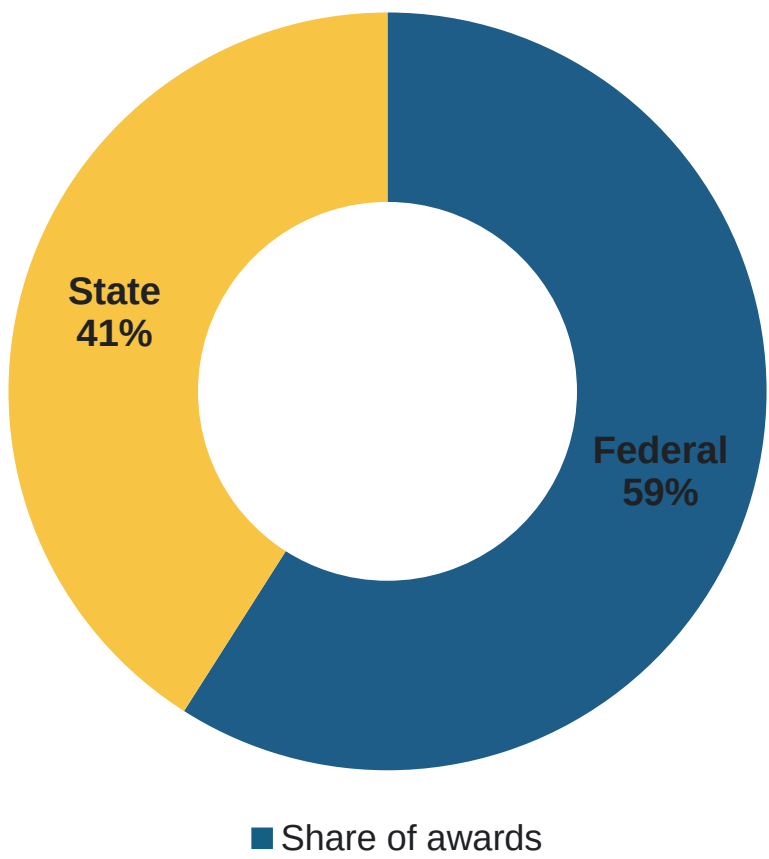
Parting Thoughts

- Proactively search for funding opportunities that fit the College's mission, vision, values, and priorities.
- A grant is not about money alone. It is a tool for achieving a defined result.
- Focus on good results and lasting community impact, rather than simply chasing dollars.

The strongest proposals begin with a clear need and an outcome the College is prepared to deliver.

Federal and State Grant Funding Snapshot

Total grant awards by funding source



Federal
\$18,879,878
59% of total awards

State
\$13,111,332
41% of total awards

Questions?

