OFFICE FOR GRANTS

Guide to Grant Development & Management

Follow these steps to develop an idea into a grant proposal. *Either individually or with a team, organize information and prepare for approval review. Contact the Office for Grants early in the process for help with needs assessment and funding source identification.*

1. Determine the Feasibility of Your Idea

- Use the Grant Development Decision Questions form to focus on what you want to accomplish and whether it is appropriate and practicable.
- Review NWACC's mission, vision, and goals.
- Obtain statistics or anecdotal evidence to substantiate the needs.
- State the goal in terms of the need.
- Define the objective.
- Think about strategies and the components that will be needed to meet the objectives: people, equipment, etc.
- Envision a timeline or work plan.
- Think about a budget.

2. Research Funding Opportunities

- Consult with the Office for Grants or visit websites.
- Use the Grant Source Assessment form to review the major criteria for applications. Be sure to find out what types of measurement and reports the funding source requires. Note the deadlines for letters of intent, pre-proposals, and proposals.
- Determine why we want to approach this particular funding source with our request.
- Consider external collaborators for cash matches or in-kind funding. Even if a match isn't required, consider enlisting a business or another agency as a cost-sharing partner.

3. Request Permission to Proceed

- Consult with the appropriate department head regarding the grant concept.
- Complete a Pre-Proposal Grant Request Form.
- Contact the Office for Grants to arrange for an approval review.

4. Write a Pre-Proposal or Letter of Intent (if required)

- Refer to Writing a Letter of Intent for instructions and a sample letter.

5. Prepare to Write a Full Proposal

- Refer to the Project Development Checklist
- Learn about the basic components of a proposal: summary, introduction of organization, problem statement or needs assessment, project objectives, project methods, evaluation, future funding, and project budget. Appendices, if allowed, may include letters of support or collaboration, brochures, and supporting data.
- Refer to Creating a Successful Application for suggestions on organization, research, and delegation.
- See the Institutional Information Fact Sheet document for identification numbers, benefit and indirect cost rates, and boilerplate language.

6. Write the Proposal Narrative

- Obtain demographic information from the Office for Institutional Research.
- Refer to Writing and Formatting the Proposal for suggestions on creating a clearly written narrative.

7. Develop the Budget

- Refer to Developing a Budget for suggestions. Use the Budget Summary form if the funding source does not supply a form. Use the Budget Narrative template to create the justification.
- Refine the budget in collaboration with the Office for Grants and the Restricted Funds Accountant.

8. Contact Collaborators

- See Obtaining Letters of Support and Commitment for suggestions and sample letters.
- If collaborators are contributing funding or equipment, arrange for formal agreements or contracts to be signed.

9. Submit the Proposal for Final Review and Approval

Note: All grant applications must be delivered to the Office for Grants at least 7 working days before the proposal due date. The Office for Grants will obtain the required administrative signatures and submit the proposal package to the funding source.

- Assemble all parts of the proposal into a complete package (according to funding source directions). Be sure to follow the recommended sequence.
- Include originals of any required support and commitment letters.
- Attach other forms and appendices as required and allowed.
- Perform one last proofreading and check page numbering.
- Make a copy of the completed application package and attach the Final Review and Approval form as a cover page.
- Give the copied package to the Director of Grants for review. The Director of Grants will either return the package if changes or additions need to be made or will route it through for approval and submission.

The Director of Grants will

- Use a proposal checklist to ensure that the proposal meets funding source guidelines and is clear and concise;
- Obtain the application signature from all required administrative representatives;
- Make the correct number of copies;
- Submit the application package;
- File the application and documentation to show proof of timely mailing and delivery;
- Distribute copies of the final proposal to appropriate staff; and
- E-mail a notice of proposal submission to the President, Vice Presidents, Dean, and Restricted Funds Accountant.

Management of the funded project is the responsibility of the PI. This person may be the one who developed the project or may be someone assigned the responsibility for implementation.

The PI will

- Send the original grant notification letter and/or contract to the Office for Grants (if the letter did not already come directly to the Office for Grants).

  The Office for Grants will then
  - Make sure that forms and agreements are distributed and completed according to policy and
  - E-mail a grant award notice to the PI, President, Vice Presidents, Dean, Restricted Funds Accountant, and Public Relations.
- Administer the project in accordance with State, Federal, and NWACC regulations.
- Refer to Grant Management Responsibilities for more information.
- Supervise personnel, oversee work done, and coordinate team activities.
- Maintain data.
- Ensure compliance with funding agency requirements for expenditures, project activities, evaluation activities, and reporting.
- Plan expenditures properly.
- Submit progress and final reports to the funding agency as required in the award agreement.
- Close out and evaluate the completed project.