

Cañada College Grant Preparation Check List

Writing and submitting grants involves organization and planning ahead. This checklist is a general guide. Each funding agencies has a specific set of regulations, expectations, complexities, and requirements. The grant announcement and the grant instructions must be read carefully. The grant instructions must be followed to the letter. There are granting agencies that will disqualify submitted grants if the grant instructions are not followed.

1) Initial Grant preparation (carried out by the individual/s interested in writing the grant)

- read the Grant RFP and get familiar with established requirements and parameters of the grant
- Prepare completion Timeline and block time on calendar to work on proposal
 - The timeline needs to include at least a week for budget review at the College Budget Office and a week for the District Budget Office to review budget
- Discuss ideas for the grant with the dean or V.P. Work with the VP or dean to identify who should be involved in the grant application process. In identifying who should be on the grant team, consider what resources and skills the grant application process will require and who on campus has those resources and skills. Questions to consider:
 - Who will be on the bigger team that includes data, budget, and narrative?
 - Who will be on the writing team and how will the writing responsibilities be divided up?
 - Who will be a reader on the grant?
 - Who will be consulted in shaping the project?
 - Who are the partners on the project who will write letters of support?
 - Who will contact the partners for letters of support (and draft letters)?
 - What staff will be on the project and who will collect their CVs and any other information needed from them?

2) Set up a meeting with the parties (identified in #1 Above) who will be involved in the grant, the dean or Vice President, College Researcher, and the College Business Office to discuss the grant requirements, who will be the PI (Principle Investigator) and grant lead (these may be the same person or two different people), writers, assign tasks, and review the timeline for completion. The grant lead will have the responsibility of making sure that deadlines are met, all forms (internal and external) are correctly filled out and that the grant is submitted, in addition to whatever other tasks are assigned to the grant lead.

3) Fill Out “Intent to Apply for a Grant” form (located on the Research and Planning Web site under GRANTS) and discuss with dean or V.P.

4) Have Dean or V.P. send to District Office, Cañada College’s “Intent to Apply for a Grant” form with cc to the College Business Officer. (Include the Grants office, District Executive Vice Chancellor and District Budget Office)

5) Complete as much of the advance work for proposal submission as early as possible

- If an on-line submission is required, the proposer has registered and obtained the proper application and is aware of permission levels to needed to submit the proposal
- The proposal uses the appropriate TIN and DUNS numbers

- If necessary, pre-approval of elected officials to apply for grant has been received
- If required, cost-match funding has been identified, approved and reserved

6) Proposal package completeness (You must be accurate in following the grant components as defined in the grant RFP.)

- Cañada College “**Grant Submission Cover Sheet**” (This is an internal document to be submitted with the final grant proposal that will be submitted to the grant agency)
- Cover page for the narrative (as defined by the grant RFP)
- Abstract/summary that meets required word or page count
- Background information included (as defined by the grant)
- Well-written and compelling case statement that includes supporting data
- Describes a project that is consistent with the mission of Cañada College and is achievable. The project goals must align with the overall college mission and goals.
- Has measurable objectives that use action verbs and provide target dates
- Describes methods and activities by which project will be completed
- Includes a method to evaluate outcomes (more than “yes” or “no”)
- Includes timeline that is reasonable and do-able
- Has everything the Grant RFP says is required and nothing that isn’t requested; CAREFULLY follow the grant preparation directions
- Be sure font size, spacing and other formatting issues are exact and follow grant instructions

7) Completing the Process of Submission

- It is the responsibility of the lead person of the grant (often the PI) to make sure the grant is properly submitted to the funding agency/institution. This may involve working with District grant submission personnel if the grant is submitted electronically through the District. Make certain that you receive a receipt acknowledge submission (for online grants).