Grant proposals on behalf of the College must:

1. be in line with the college’s mission and achievement of the Institutional Master Plan.
2. relate to an outcome or activity in the area’s Program Review.

To develop a grant proposal, the following steps should be followed:

Step 1. Complete the Preliminary Grant Assessment Form which is posted on the Grants website. A “yes” answer to most of the questions is needed to proceed.

Step 2. The proposed project must be reviewed by the appropriate VP or Dean. Once that step is completed, a copy of the Preliminary Grant Assessment Form, along with written approval from the VP or Dean, must be submitted to the Grants Development Analyst.

Step 3. Consultation with the Grants Office during the grant writing process is required.

Step 4. All grant proposals are submitted by the Grants Office rather than a department or individual. The completed grant proposal must be available for review and signature by the appropriate individuals prior to submission to the granting agency.

Step 5. The Grants Office must be notified immediately upon receipt of a grant award. A Board Report will be prepared to secure the Board’s approval and authorization of expenditures.

Step 6. Board approval is required before any funds can be spent on a project.
Questions about your proposed project:

1. Does your project support the College's mission and one or more of the goals in the Educational Master Plan?  
   - Yes  
   - No

2. Does your project relate to an outcome or activity in your Program Review?  
   - Yes  
   - No

3. Have you discussed this idea with your VP or Dean?  
   - Yes  
   - No

4. Have you identified a source of funding?  
   - Yes  
   - No

5. Does the College have the resources, such as personnel and space, to administer this grant?  
   - Yes  
   - No

6. Have you identified grant partners? (A partner might be an industry partner, such as Mercy Medical Center, or an educational partner, such as Southern Oregon University.)  
   - Yes  
   - No

7. If the project requires matching funds, have you identified possible sources? (Matching funds come from various sources and may be cash or in-kind. Examples of in-kind resources include staff time, facilities, and donated services and goods.)  
   - Yes  
   - No

8. Is there a strong project team (including in-house staff and outside partners) in terms of experience, commitment to the project, and working relationships with one another?  
   - Yes  
   - No

9. Is there sufficient data/information to demonstrate the need for the project?  
   - Yes  
   - No

10. Have you identified who will help develop/write the proposal?  
    - Yes  
    - No

Provide a brief description of your project:

Estimated total project cost: $___________  
Estimated amount of grant request: $_____

Assistance requested from Institutional Advancement:

- Proposal writing  
- Proposal editing  
- Budget development  
- Project planning

Do you have email documentation of approval from your Dean or VP?  
- Yes  
- No

Name of employee submitting form: ________________________________