

Grants Application Procedure for Large Institutional Grants

This procedure is intended for multi-year, institution-wide grants, including but not limited to federal Department of Education grants (Title III, Title V, TRIO/Title IV) and large-scale state grants (e.g., BSSOT).

Step 1. Notification of Funding Opportunity (Week 1)¹

A grant opportunity is identified and the Grant Officer² is notified that a request for proposals has been posted.

Step 2. Decision to Participate (Week 1)

2.1 In collaboration with or initiation by interested parties and/or the SBCC Foundation's Director of Grants, the Grant Officer notifies the EVP of the grant opportunity, absolute and competitive priorities, and the relevant institution-set metrics and goals the grant could support. Based upon those recommendations, the EVP determines the feasibility of grant institutionalization and whether to pursue the grant opportunity. If the decision is made to pursue the grant, the following procedure is followed.

2.2 The College community is notified of the College's intent to apply for the grant. The intention of this notification is to:

- Alert all areas of the College that relevant resources and employee time might need to be deployed in pursuit of the grant and/or after the grant is awarded;
- Provide all employees as much time as possible to consider participating in grant development and/or apply to serve as a Project Director or Activity Lead;
- Open communication with the SBCC Foundation Director of Grants of the College's intent to pursue a grant and the potential focus of the grant activities; and
- Provide a timeline of upcoming deadlines with an emphasis on when the objectives will be announced and when the application process for Project Director(s) and Activity Lead(s) will begin.

Step 3. Identification of Need (Week 1)

Based on its ongoing work, the Office of Institutional Assessment, Research, and Planning (IARP) initiates an analysis of the data available to it that is relevant to the College's areas of need within the scope and parameters of the grant opportunity. All internal IARP priorities are postponed until this analysis is completed. External compliance priorities are postponed to the extent they can be while still meeting their deadlines.

¹ This process assumes a 4-8 week turnaround from publication of the grant opportunity to the application deadline. Publication dates and deadlines vary, but this process will use the most conservative estimate.

² Currently, the SBCC Grant Officer is the Sr. Director of Institutional Research, Assessment, and Planning.

Step 4. Objective Development (Week 1)

The Grant Officer, SBCC Foundation Director of Grants, IARP Director, and the EVP review the College's needs analysis and articulate the College's response to the funder's stated grant objectives. The objective thresholds will be developed in collaboration with the staff, faculty, and administrators who have expertise in the related areas and are likely to be impacted by grant activities.

Step 5. Build the Grant Team (Week 1 - 2)

- 5.1 The College is notified of the grant objectives, and the Grant Officer opens a survey to receive ideas for activities to meet the grant objectives.
- 5.2 A small group, consisting of the EVP, the Academic Senate president or designee, the CSEA president or designee, relevant dean(s), relevant department chair(s), the Grant Officer, and the SBCC Foundation Director of Grants, will be formed. Based on the needs and objectives identified in Steps 3 and 4, this small group initiates and completes the recruitment and selection process for Project Director(s) and Activity Lead(s).
- 5.3 The Project Director(s) and Activity Lead(s), along with the Grant Officer, SBCC Foundation Director of Grants, and the IARP Director, hereafter referred to as the "Grant Team", make a recommendation to the EVP whether to hire a grant consultant and/or an external evaluator.
- 5.4 The Grant Team identifies the individual(s) who will complete the final review and formatting of the application.

Step 6. Selection of Activities

The Grant Team reviews and proposes activities and submits their recommendations to the EVP. The Grant Team's review process must include an implementation feasibility analysis in which all potentially impacted departments are provided the opportunity to offer feedback about proposed activities. The EVP reviews the recommendations and determines which activities to incorporate into the grant application.

A good faith and timely effort will be made by the Grant Team to include all potentially impacted departments, including classified and confidential employees. Examples may include, but are not limited to:

- Accounting
- Facilities
- Faculty Resource Center
- Human Resources
- Information Technology

Step 7. Write the Grant Application

The Grant Team writes the grant application. The final application draft is completed no fewer than five days before the submission deadline.

Step 8. Final Review and Formatting

Final review and formatting is completed no fewer than 24 hours before the submission deadline.

Step 9. Application Submittal

Following completion and formatting of the application and EVP approval, the Grant Officer or Authorized Organizational Representative (AOR) completes all required forms on the grant submission portal and submits the final application. The Grant Officer or AOR distributes the submission confirmation to the Grant Team and EVP.

Process Evaluation

Following submission, the Grant Team and other invited participants, as needed, meet to debrief and suggest improvements to Steps 1 through 9.