

# CCC Grants Guidelines & Process

*DRAFT under review as of 10/11/18*

The CCC Grants Office welcomes your creative ideas for funding projects and programs that support our mission and strategic priorities.



## Services

### What we do:

The Grants Office can provide support services from the moment you identify an idea or opportunity through the submission of the proposal and beyond. Our services will be tailored based on the complexity of the opportunity and your level of grant experience. Services include:

- Funder research
- Opportunity tracking & monitoring
- Analysis of grant eligibility, probability of winning, and level of effort
- Timeline development & tracking
- Facilitation of project design and planning
- Support of team's writing process
- Review editing and feedback for proposal drafts
- Documentation of grant activities and archiving (F:\Grants Office).

## Mission Alignment

### What you need to know:

- Only "official signers" can sign a contract for services with CCC. Current
- Projects must support our mission, core themes, and strategic priorities
- Projects must align with college and departmental goals.
- All grant opportunities must be shared with the Grants Office and be approved by the division dean and vice president.
- All grants should consider any ongoing funding requirements beyond the grant funding and/or grant year, and those ongoing commitments need to be part of the budget process.
- Projects requiring research and/or data collection must be approved by the Director of Institutional Research and Reporting.

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## Grant Opportunity Response Steps

What you need to do to get started:

These steps are recommended and may be adjusted depending on the project scope and proposal timeline.

**Step 1** Develop initial project idea

**Step 2** Identify funding source

**Step 3** Determine project viability

Complete the Grants Request Form to get approval to explore opportunity from dean(s) and vice president.

>>Initial request to explore opportunity approved. Move to Step 4.

**Step 4** Get approval

Final “Go” decision is made, move forward with planning, writing, budgeting, and submission.

>>Authorization to develop proposal approved. Move forward to Step 5.

What you need to do to develop a proposal:

**Step 5** Plan (2-6 or more months prior to due date, or as soon as possible)

**Step 6** Write (1-2 months prior to due date, or as soon as possible)

**Step 7** Budget (at least 2 weeks prior to due date, or as soon as possible)

**Step 8** Refine (10 days prior to due date or as soon as possible)

**Step 9** Get final sign-off (3 days-1 week prior to due date)

**Step 10** Submit (3 days-1 week prior to due date)

**Step 11** Wait

**Step 12** Win and implement