

CCC Grants Guidelines & Process

DRAFT as of 10/31/18

Inspired by process from [PCC](#), [Chemeketa](#), [Lane](#). Final website container/platform, page format and design TBD.

Welcome!

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.



[<Link to grant pre-screen survey here>](#)

Services

What we do:

- 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).

The Grants Office can support your writing process but the majority of the writing will be the responsibility of the assigned grant team.

Mission Alignment

What you need to know:

- Only “official signers” including the Vice President of College, Services Vice President of Instruction and Student Services or the College President can sign a contract for services with CCC.
- 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.

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

- Contact the Grants Administrator to share a project idea. To prepare think about:
 - What problem, need, or gap in service will be addressed?
 - What evidence is readily available, and can it be obtained within the application timeline, to support the project (qualitative data, quantitative data, research, community input)?
 - What activities will be proposed to solve the problem?
 - How will you measure the impact of your activities?
 - How much will it cost?

Step 2

Identify funding source

- Learn about funding sources through searches/networks or contact the Grants Administrator to assist you with locating a funding source for your project.
- Consider applying for a [Mini Grant](#) of up to \$5,000 through the Clackamas Community College Foundation.

Step 3

Determine project viability

- If you have not done so, contact the Grants Administrator to share a project idea or discuss a grant funding opportunity.
- Complete the [Grants Request Form \(link\)](#) ([PDF for preview](#)) to get approval to explore opportunity from dean(s) and vice president.

If **approved**, then Grants Administrator will notify you to determine next steps.

If **not approved**, then dean with notify you of their decision.

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

Clackamas Community College Grants Pre-Screening Form (Google form once text is approved)

Thank you for your interest in seeking grant opportunities for CCC. All grant opportunities must be shared with the Grants Office and be approved by the division dean and vice president before a grant can be developed or written.

*Name:

*Department:

* Indicate the [strategic priority](#) that this project supports.

Guided Pathways

College Readiness

Academic Relevance and Innovation

Financial Sustainability

None of the above: Operational need

*What problem, need or gap in service will be addressed?

*What evidence is readily available to illustrate the need or support the goal(s) of the project? Please include links to data sources if known.

*What activities will be proposed to solve the problem?

How will you measure the impact of your activities?

Identify stakeholders who will likely be involved in your project planning or delivery (select all that apply):

Associate Dean
Faculty
Institutional Research
Students
Partner departments (e.g., facilities, library, enrollment, workforce, marketing, etc.)
Representatives from associations
Community members
Businesses
Partner institutions or organizations
CCC Foundation
External project evaluator
Sub-contractor(s)
Other _____

*Have you identified a funding source?

Yes

No

Grants Office identified source

(Grants office and Yes answer reveals the following questions)

*Name of funder:

*Name of grant:

*Link to RFP:

*Application due date:

*Anticipated budget request:

*Matching funds or resource requirements (if any):

Please include additional information you would like to share:

Questions for grants administrator, dean, or vice president?

*Required question

[Submit]

Confirmation page

Thank you for submitting a grant application request. Your request will be reviewed by the division dean and vice president to determine next steps.

Please feel free to contact the Grants Office directly with questions:

amy.cannata@clackamas.edu

503-594-0985, M247

Step 4

Get final approval

- Lead faculty/staff, dean(s), and Grants Administrator meet to discuss grant idea and determine who will serve on the grant writing team.
- 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)

- Refine your project concept based on the need (Sample [Project Planning Tool](#) from LCC)
- Engage stakeholders
- Required: grants administrator, grant accountant, dean
- Likely: associate dean, faculty, Institutional Research, students, partner departments (e.g., facilities, library, enrollment, workforce, marketing, etc.)
- Possibly: representatives from associations, community members, businesses, partner institutions or organizations, CCC Foundation, project evaluator, contractor(s).
- Lead the effort (Proposal Lead Checklist [template](#)).
- Plan smartly (Planning & Timeline document [template](#)).

Step 6

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

- Outline your narrative using the opportunity questions as your guide.
- Utilize boilerplate/samples/templates ([link to boilerplate page once ready](#))
- Gather existing data ([CCC Fast Facts](#)) and/or request data from Institutional Research (via a [Service Desk request](#))
- Review required forms and route to business office as needed for completion. (examples: [Application for Federal Assistance](#), [Subcontract form PSU](#))
- Request letters of support.
- Request internal letters of support (e.g. from president) via the public information officer.
- Send external letters of support to public information officer for review.

Step 7

Budget (at least 2-3 weeks prior to due date, or as soon as possible)

- Document your budget assumptions and calculate your costs (Budget Template, Budget Assumptions Template, Budget Narrative [example links](#)).
- Craft your budget narrative.
- Send your budget to the grant accountant for review.

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

- Copy edit, adjust budget, and finalize.

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

- Work with Grants Office to route your proposal to vice president of college services for official signature.

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

- Work with Grants Office to submit your proposal to funding agency.
- Don't wait until the day your proposal is due because system glitches can occur.

Step 11**Wait**

- Grants Office can help track responses.

Step 12**Win and implement** (see implementation manual [sample](#))

- Notify the Grants Office and Business Office of your award and make it official.
 - Send an email to the Grants Office notifying them of your win.
 - Work with the Business Office to officially sign the contract and/or deposit funds (i.e. checks should go to Business Office).
- Send key documents to the Business Office. For a full list of documents visit the Business Office [Grants and Contracts](#) page in MyClackamas.
- Celebrate! Host a celebration and send an announcement to the College Relations & Marketing team to educate others about your new project/resource.