Grants Assistance at Arapahoe Community College

Arapahoe Community College has recently developed an on-campus grants office. Below is a detailed list of several ways the office can assist you with your grant writing activities. Please call 303-797-5719 for more information before you begin the writing process.

1) Provide grant writing support materials. These include:
   a) Common grant application forms
   b) On-line references, tutorials, and mock writing exercises
   c) Books on the “how to” of grant writing
   d) Concise outlines, handbooks and step-by-step guides
   e) Resources and tips on writing winning proposals

2) Search and identification of grant sources
   a) On-line catalogs, databases and abstracts
   b) The Foundation Center Search Engine
   c) Printed materials and CD ROM from *Colorado Grants Guide 2003*
   d) Eligibility screening/ application submission
   e) Resources on private and corporate giving
   f) Federal Domestic Assistance Catalog for Federal Grant Sources

3) Information about the College
   a) College History
   b) Faculty and staff profiles (degrees earned, number by academic area)
   c) Profile of students (Age, gender, ethnicity, work status)
   d) Description of current programs
   e) Organizational charts
   f) Vision, Mission and Values
   g) Strategic Goals
   h) Academic Related – certificate and degrees granted, credit hours, FTE
   i) Size of campus- square footage, number of buildings
   j) ACC Foundation Board – budget, goals, top donors
   k) Building space commitments

NOTE: Much of the aforementioned information is available electronically in Excel or Word Formats

4) Information about the community
   a) Demographics of service area
      ii. Businesses – size and number
   b) Economic data – household income, tax revenues, public assistance
   c) School Districts and number of students and graduates by district
   d) Civic Organizations and nonprofit agencies
   e) Affiliation Agreements (letters on file)
5) Research methodology and design assistance
   a) Grant evaluation design
      i. Summative – completion of goals at end of project
      ii. Formative – data during the course of the project
      iii. Descriptive – attitude and opinion surveys and instruments
      iv. Causal – Cause and effect with placebo
      v. Exploratory – Interviews and focus group moderation
   b) Assessment design

6) Finances and Budgeting
   a) Common budgeting forms with line item descriptions
   b) ACC annual operating budget and allocation
   c) ACC sources and amount of general revenue
   d) Foundation annual operating budget and audited financial returns
   e) Copies of IRS 501 (c)(3) Letter
   f) Average indirect costs percentages
   g) Salary and average fringe benefit costs
   h) List of previous grant awards and amounts

7) In-House and third party review
   a) Proofreading and editing
   b) Purpose and goal clarification

8) Other
   a) ACC Annual Report
   b) ACC independent financial audits
   c) Tax exemption certificate
   d) Past financial statements
   e) Lists of Advisory Board members
   f) ACC professional memberships and involvement in community