Greetings,

In selecting this packet you have expressed interest in obtaining grant sources of funding for your program or department. On August 1, 2002, new procedures were created to assist you in this endeavor. Since most grant proposals are made to institutions rather than individuals, the college has dedicated resources to assist you with the grant seeking and writing function.

The first step in the process is to review the procedures the college has established for seeking outside grant resources and begin to solidify your ideas about your grant request. Begin by reading the Checklist for Grant Initiator in this packet so you have a clear understating of the steps involved in seeking grants funding. The second step is to complete Section I of the Grant Proposal Summary Sheet also found in this packet. By answering a few questions you will begin to develop in your mind a clearer picture of the grant request.

After your grant idea has been approved, it is time complete Section II of the Grant Proposal Summary Sheet. In general, there are eight basic components to creating a solid grant proposal package: (1) the proposal summary; (2) introduction of organization; (3) the problem statement (or needs assessment); (4) project objectives; (5) project methods or design; (6) project evaluation; (7) future funding; and (8) the project budget. While you will not need to have answers to each of these immediately, they will need to be addressed before your submission.

The Grant Proposal Summary Sheet asks you to briefly state the problem statement or purpose for this funding request. The problem statement is a key element of your proposal that makes a clear, concise and well-supported statement of the problem to be addressed. In other words, what problems, needs or issues are you trying to solve?

When describing the population that would benefit from your proposal, the more exact the better. For example, don’t use “two-year community college students” as a description if your actual population is “two-year first generation college students from low-income families” or “first year nursing students who scored low on the CPT exam.”

You can ask for funding for one or multiple years, depending on the nature of your request. Please keep in mind grant eligibility and application deadlines if you have identified a funding source. In many instances, it may be several months after application before you received notice of award.

In stating how you would measure success of the project, use measurable outcomes. Almost all grants will have an evaluation component, so consider quantities or things measurable and verifiable.

Before preparing your budget, read Budget Request Guidelines for Grant Funding included in this packet.