

# Skyline College Grant Preparation Check List

WORKING DRAFT revised, 6/6/2014

Writing and submitting grants involves organization and planning ahead. This checklist is a general guide. Each funding agencies has a specific set of regulations, expectations, complexities, and requirements. The grant announcement and the grant instructions must be read carefully. The grant instructions must be followed to the letter. There are granting agencies that will disqualify submitted grants if the grant instructions are not followed.

- I. **Initial Grant preparation – Form 1 “Intent to Apply for a Grant”:** Carried out by the Principal Investigator (PI) interested in writing the grant application/proposal.
  1. Read the grant Request for Proposal (RFP) / Solicitation for Proposal (SFP) / Solicitation for Grant Application (SGA) and get familiar with established requirements and parameters of the grant;
  2. Discuss ideas for the grant with the Dean or V.P. Work with the VP and/or Dean to identify who should be involved in the grant application process. In identifying who should be on the grant application team, consider what resources and skills the grant application process will require, and who on campus has those resources and skills;
  3. Complete **Form 1, “Intent to Apply for a Grant”** within one week of solicitation announcement, and discuss with Dean or V.P.;
  4. Prepare a proposal/application completion timeline and block time on calendar to work on proposal;
  5. The Timeline needs to include one week for budget review at the Skyline Business Office, and one week for the District Budget Office to review budget (total 2 weeks); and
  6. Questions to consider:
    - Who will be on the grant development/planning team that includes preparing data, budget (work with the Business Office Project Director for Grants), and narrative?
    - Who will be on the proposal/application writing team and how will the writing responsibilities be divided up?
    - Who will be a reader on the “grant” application review?
    - Who will be consulted in shaping the project timeline?
    - Who will contact the community partners/businesses for letters of commitment/support, and draft support template letters?
    - Who will facilitate communication with the partners/businesses on the project; who will write letters of support, or letters of commitment – with identified match \$\$?
    - What staff will be assigned to the grant, when awarded, and who will collect their CV/resumes, and any other information needed from them?
  
- II. **Set up a meeting with the community partners/businesses (identified above) that will be involved in the grant,** the Dean or Vice President(s), Researcher, and the Business Office, to discuss the grant requirements as needed, the Principal Investigator (PI), and grant lead (these may be the same person or two different people), writers, assign tasks, and review the timeline for completion.

**The PI/grant lead will have the responsibility of making sure that deadlines are met**, all forms (internal and external) are correctly filled out, and that the grant application/proposal is submitted, in addition to whatever other tasks are assigned to the grant lead.

- III. PI will provide the Business Office Grants Project Director the signed *Intent to Apply* with PI's and Division Dean's signature.** Business Office Grants Project Director will Route form(s) to collect signatures from the VP of Administrative Services, PRIE, VP and President. Business Office Grants Project Director will make sure PI has sent the Application Budget to District's Grant Analyst Office (Jim Butterfield) at least one week prior to due date.
- IV. Complete as much of the advance work for proposal submission as early as possible:**
- If an on-line submission is required, the PI has registered and obtained the proper application and is aware of permission levels needed to submit the proposal;
  - If the proposal/application uses the appropriate TIN and DUNS numbers, make sure PI locates the correct numbers and permission from the District Office;
  - If necessary, pre-approval of elected officials to apply for grant has been received; and
  - If required, cost-match funding has been identified, approved and documented.
- V. Proposal package completeness: PI must be accurate in following the grant components as defined in the grant Request for Proposal (RFP) / Solicitation for Proposal (SFP) / Solicitation for Grant Application (SGA).**
- Complete Skyline College's **Form 2 "Grant Submission Cover Sheet"**: This is an internal document to be submitted to the Business Office Grant Project Director, with the final grant proposal (or at a minimum the Grant Face sheet, Abstract and Budget) that will be submitted, 1 week prior to the Due Date:
    - Cover page for the narrative (as defined by the RFP/SFP/SGA);
    - Abstract/summary that meets required word or page count;
    - Background information included (as defined by the grant);
    - Well-written and compelling statement of need that includes supporting data;
    - Describe a project that is consistent with the mission of Skyline College and is achievable. The project goals must align with the overall college mission, vision, values, goals and strategies;
    - Has measurable objectives that use action verbs and provide target dates;
    - Describes methods and activities by which project will be completed;
    - Includes a method to evaluate outcomes (more than "yes" or "no");
    - Includes timeline that is reasonable and achievable;
    - Has everything the grant RFP/SFP/SGA requires and nothing that isn't requested; CAREFULLY follow the grant proposal/application preparation directions; and
    - Be sure font size, spacing, final binding, and other formatting issues are exact and follow solicitation instructions precisely.

**VI. Completing the Process of Submission**

- It is the responsibility of the PI/lead person of the grant to make sure the grant application/proposal is properly submitted to the funding agency/institution and SMCCCD's Grants Analyst (Jim Butterfield) must have approved the budget 1 week prior to Due Date.
- Make certain that you receive a receipt acknowledge submission for online grants, a Certified Mail signed receipt for mailed/hard copy submissions and a paper receipt for hand-carried proposals.

- VII.** Original, signed Intent to Apply and Grant Submission documents along with electronic and hard copies of FINAL Grant Application/Proposal are provided to Business Office Grant Project Director to track and record on Skyline's *Grants / Proposal Progress Matrix* document.