

Final Checklist for Grant Applications & the Acceptance Process

This checklist is designed to assist you in successfully preparing and submitting a proposal for external funding and then following the correct process to accept a grant award. The most important aspects of this process are collaborating with components of the college and District who will be impacted by your proposed project and meeting the requirements/guidelines of the source of funding. West Valley-Mission CCD very much encourages its employees to seek additional resources to support its goals and objectives. Completing this checklist will maximize the likelihood of obtaining funding while minimizing misunderstandings or conflicts.

When your grant application is ready for Vice Chancellor and Chancellor signatures, please submit a copy of this checklist to the GAC Chair with your grant application one week prior to the application deadline. Please explain any steps not completed.

Grant Application Process:

- Discussed and obtained approval from department/unit supervisor.
- Discussed and obtained approval from dean/administrator.
- Discussed and reviewed by the College workforce or grants Dean.
- Proposal reviewed by the Office of Institutional Research.
- Staffing, facilities, equipment impacts discussed with Vice President, Administrative Services.
- Technology/IS equipment needs discussed with Dean, Technology.
- Reviewed support material requirements with Library Services.
- Discussed marketing and outreach requirements with Director, Marketing, PI & GD
- Budget reviewed and approved by VP, Administrative Services or designee.
- Grant proposal reviewed by GAC and recommendation made to College President.
- Grant proposal approved by College President.

Submission Process:

- Grant content and budget is complete, proofed and edited before submitting to District.
- Advancement Office receives proposal 7-10 days before submission deadline.
- District Finance Office reviews staffing, fringe benefits, indirect cost rate, and matching funds.
- Vice Chancellor and Chancellor approve and sign grant application required for submission.
- Grant Director/initiator submits grant application by post or electronic means.

Grant Acceptance Process:

- Appropriate College Administrator or Advancement Office prepares Board approval item.
- Contracts or Agreements are signed by the Chancellor or Vice Chancellor.
- Accounts are established by college budget office who notifies District finance.
- Consult with human resources about hiring and reassigned time.
- Follow purchasing procedures for acquisitions in a timely manner, consulting with IS and technology staff for computers/technology purchases.
- Consult with the college/District facilities staff for office and space needs.
- Begin documenting grant activities, milestones, accomplishments and progress.

Comments: