Introduction to Grants

By Sarah Santoyo, RSCCD Director of Grants

Flex Presentation, Santiago Canyon College, February 3, 2015

What will be covered …

- What is a grant for?
- Understanding Need or the Rationale for a Project
- The Nature of Grants – Grants are a Compromise
- Grants Development Process at RSCCD
- Grant Authorization Process
- Basic Elements of a Grant Application
- Preparing for a Grant Application
- Basic Terms
- RSCCD Grant Support Services
- Grant Resources

What are grants for?

- From the funders' perspective,

  - The purpose of a grant is to address a social problem

- From an applicant's perspective (often)

  - The purpose of a grant is to fulfill a material or professional need

- For both, the purpose of a grant is to enact change to achieve improvement – e.g., not to maintain the status quo, but to make things better.

Understanding Need

- An applicant may perceive need as primarily related to ACTIVITIES, e.g.,

  - Need a new computer lab

  - Need to provide professional development to staff

  - Need to expand online learning capacity

- Funders' see need as primarily related to OUTCOMES

  - In which case, none of the above are needs … they are methods to achieve desired outcomes in student access, learning or achievement.

Understanding Need (cont.)

- For educational grants, Need = Problems with student learning and achievement

- Funders expect detailed data on student demographics, learning and achievement in an application

- There has to be a direct connection between the problem (student learning/achievement) and the solution (the project that will be implemented), in order to achieve measurable impact (actual percentages or numbers that will be achieved)
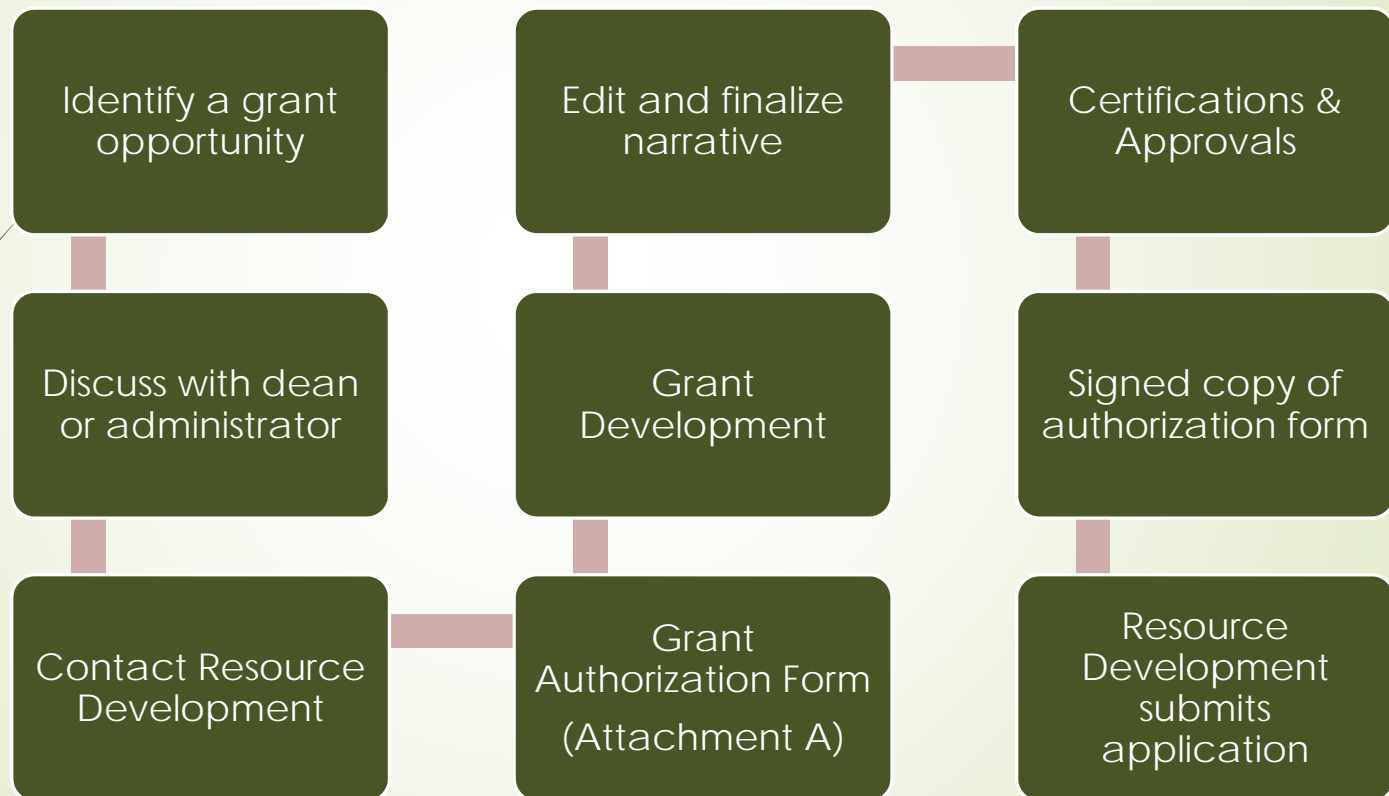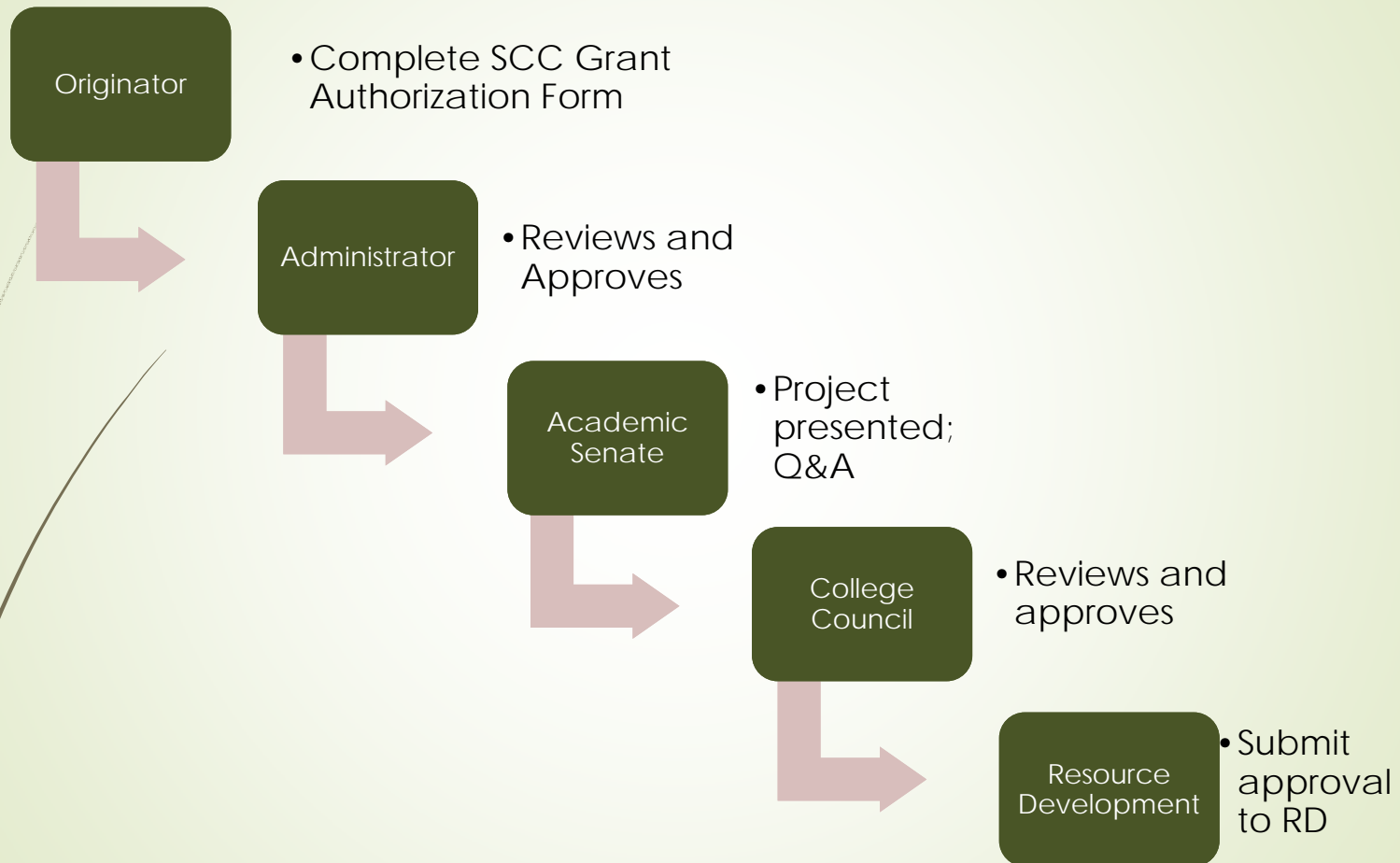
Grants are a Compromise

- In most cases, grants will entail a compromise between what the funder wants done and what the grantee wants to do

- At the least, by accepting a grant, the grantee will take on the responsibilities related to documenting activities and budget expenditures, tracking data to assess and evaluate the project, and completing and submitting reports according the funders' terms in addition to implementing the project.

Grant Development Process (usually 30-45 days)

Identify a grant opportunity	Edit and finalize narrative	Certifications & Approvals
Discuss with dean or administrator	Grant Development	Signed copy of authorization form
Contact Resource Development	Grant Authorization Form (Attachment A)	Resource Development submits application

Grant Authorization Process

Originator
- Complete SCC Grant Authorization Form

Administrator
- Reviews and Approves

Academic Senate
- Project presented; Q&A

College Council
- Reviews and approves

Resource Development
- Submit approval to RD

SCC' Grant Authorization Form

Request for Authorization to Apply for a Grant
College Council
Santiago Canyon College

1. **GENERAL INFORMATION:**

   Project Title: _____

   Project Initiator: _____

   Project Administrator: _____

   Project Coordinator: _____

   Grantor Agency: _____

   Grantor Agency Deadline for Proposal: _____

   Funding Period: _____

2. **PROJECT DESCRIPTION/PLAN:**

   Estimated grant amount: _____
   Match required: Yes ☐   No ☐
   Estimated match amount:
   In-kind/Cash match requirement: Yes ☐   No ☐
   Where will funds for match originate? _____
   Comments about match: _____

3. **WHAT ARE THE PROJECTED FACILITIES REQUIREMENTS, IF ANY, AND HOW WILL THEY BE MET?**

4. **ANTICIPATED PROJECT PERSONNEL:**

Position Needed	FTE	Hourly	Existing/New	Funded Match In-Kind	Stipend or Release Time

Is the Project Coordinator involved in any other grants (i.e. manager/coordinator or participant). If so, what amount of release time does she/he receive for the other grant participation?

5. **CURRICULUM (PROGRAM/COURSE)IMPACT:**

SCC Grant Authorization Form (cont.)

6. **IMPLICATIONS FOR THE COLLEGE/DISTRICT:**
   - How does this project relate to the goals and objectives of the college?
   - How does this project relate to the goals and objectives of the program to which the grant relates?
   - Where is the need for this project identified in the related program's EMP/DPP/Program Review?
   - Will this project impact other departments/units? Yes ❐ No ❐
   - If yes, identify which department/unit and explain how you plan to include them in the planning process.
   - Please list each department, the chair(s) to whom you spoke and whether or not the faculty in the department are willing to participate in the proposed project.
     - Department _____ Chair(s)_____ Willing to Participate Yes ❐ No ❐
     - Department _____ Chair(s)_____ Willing to Participate Yes ❐ No ❐
     - Department _____ Chair(s)_____ Willing to Participate Yes ❐ No ❐
     - Department _____ Chair(s)_____ Willing to Participate Yes ❐ No ❐
   - How will project facilities requirements, if any, be met?

7. **LONG TERM IMPLICATIONS FOR THE COLLEGE/DISTRICT:**
   - When funding ends, will this project be institutionalized? Yes ❐ No ❐
   - If so, what is the estimated cost to fund this project?
   - If not, what will happen to this project and the personnel involved with it?

8. **HAVE THE FOLLOWING BEEN ADVISED OF THIS PROPOSAL?**

   ❐ Academic Senate President   ❐ Curriculum Committee Chair   ❐ Department Chair(s) of
                                                                       Department Impacted
   ❐ EMPC Chair   ❐ RSCCD Research & Grants office   by Project

9. **Operational Signatures:** *(Obtain signatures in the order below)*

   _____
   Project Initiator: Date

   _____
   Project Administrator: Date

   _____
   Vice President: Date

10. **Recommendations:**

    College Council Recommendation: Yes ❐ No ❐   Date: _____

    Academic Senate President Recommendation: Yes ❐   No ❐

    _____
    Academic Senate President: Date

11. **Final Approval:**

    _____
    College President: Date

Basic Elements of a Grant Proposal

- **Need Section** – define the problem that will be addressed, provide supporting data and research

- **Project Description, Project Design**: describe in detail what the project will do, provide evidence (e.g., best practices, experience, data) that supports the rationale for the design

- **Management Plan**: who will manage and implement the project, and method for successful management

- **Personnel**: describe key project positions and qualifications

- **Evaluation**: the plan to assess and evaluate the project

- **Budget**: detailed descriptions, including calculations, of the project costs

Preparing for a Grant Application

- Clarify your objectives
  - What are you trying to achieve, accomplish, create through the grant that will make it a successful project?
  - It is easy to get lost in a sea of activities, but what are the main outcomes (limit them to 1-3) that are the guiding targets to steer the project course and to measure success?

- Data, data, data!
  - Collect information about your classes and programs – demographics, achievement, student feedback, any data related to student learning and achievement; information from faculty work groups
  - Research – studies on best practices, information disseminated at conferences or through professional organizations

RSCCD Grant Development Support Services

- Director of Grants:
  - Identify and evaluate grant opportunities
  - Grant development: create a schedule of work until submission, assign tasks to assemble information needed to complete the application
  - Facilitate development of project design
  - Writing, editing, proofreading
  - Compile and submit applications
- Resource Development Coordinators
  - Application forms, budget development assistance

Key Grant Key Terms

- **RFA/RFP**: Request for Application, Request for Proposal, also sometimes called a Solicitation

- **Match**: the contribution that the applicant will make to the project, either through their own funds and resources, or through third-party donations.

- **Indirect**: similar to "overhead," indirect is a rate calculated on project expenditures to represent institutional costs provided to make the project successful, instead of a too cumbersome process of itemizing such costs

- **OMB Circulars**: federal Office of Management and Budget guidelines for managing grant funds, including allowable and unallowable expenditures.

Grant Resources

■ Grant information listed on the Resource Development webpage at www.rsccd.edu

■ Grant search resources

  ■ www.grants.gov

  ■ State, county and local webpages – scan for key terms, such as "funding," "solicitations," "grants," and "programs" that often indicate grant opportunities

  ■ Professional organization websites often post announcements on grant opportunities

Resource Development Staff

Sarah Santoyo, Director of Grants

Huong Nguyen, Resource Development Coordinator

Maria Gil, Interim Resource Development Coordinator

Francisco Villaseñor, Accountant

Located at the RSCCD District Office, 3rd Floor, #330

Office Phone (714) 480-7463

If you have any questions or suggestions for future training sessions, please let us know! Thank you.