#1

A grant proposal starts with a **good IDEA** to **address a need or fix a problem.**

It may also start with a *specific grant opportunity* or **an invitation from a partner to participate in a grant project** that would further the strategic plan or other goals.

The **Grant Sponsor** is the individual with the vision of how the grant would fix the problem. This person will likely act as the *key subject matter expert, key writer* and may be the *project director.*

#2

Before an idea is developed into a full proposal, it must be **approved** by college leadership - department chair, dean, area VP, and the president, via the Grants Pre-Approval form. If the VP approves, it is her/his responsibility to seek the president's approval.

#3

The next step is **developing the grant proposal**. This is where the **magic happens**. A grant development team and partners are brought on board, and the project takes shape.

One week prior to submission, the Grant Sponsor sends the area VP a final draft. If satisfactory, the VP sends it to the president for the **approval to submit.**

#4

After it's submitted, the grant must be approved by the Board. This requires signatures on a **grant board item** from all the VPs, HR Director, the president and others.

Resource Development assists with coordinating the grant development team, provides information on grant sources and requirements, budget elements, pertinent data, and help with writing and submission.

The SCF Grants Process

Questions? Contact Grants Coordinator Dory McQueen at 752-5387 or mcqueed@scf.edu

1. *Why do we write grants?*
   We write grants to fund projects that will further both the college mission and the funding agency's mission. Ideally, a grant project will bring the college closer to a current goal.

2. *Why are so many approvals required for Resource Development Grants?*
   A grant is a kind of contract between the college and the funding agency. In a nutshell, the contract says the college will do certain activities that will likely lead to X outcome, and in turn the agency provides funding for that outcome. It's critical that college leadership be on board with a grant project idea from the outset. Also, most successful grants require some commitment of college resources (time, space, personnel, and sometimes financial support).

3. *Can my department get equipment or travel funds from a grant?*
   Sometimes. The question to ask is "how does this equipment, or this travel, get us closer to meeting the goals and objectives of the grant?"

4. *What if we don't get the grant, isn't that time wasted?*
   Not at all. The process of developing a grant requires posing tough questions about college or community needs or problems, looking carefully at existing data, and thinking creatively about solutions to the problems. Even if the grant is not awarded, the very act of posing the questions and doing the research can shine a light on how to make institutional improvements. In addition, many parts of an unfunded grant will be useful for the next proposal.

5. *How are the grant development process and institutional effectiveness process related?*
   They are very similar. Having a clear IE plan for your department or your area will make it easier to apply the same principles to the grant development process.

6. *What is the difference between supplanting and supplementing?*
   Supplanting means applying for funds for activities or equipment that would normally be covered by institutional funds. Funding agencies want grants that will **supplement** what the institution is already doing.

7. *I have an idea for a grant but how do I get started?*
   A good place to start is to find out what others are doing to address similar problems and see how your idea can benefit from what others have done. It's okay to borrow aspects of other funded projects! If you know the funding agency, find out what kind of projects it has funded in the past and sometimes the grant directors will share their funded proposals with you. Research the topic and gather articles and other resources about the subject. Find out which entities (nonprofits, other colleges, school districts, professional organizations, etc.) have similar goals and talk to them. Talk with your chair or supervisor and find out if they are supportive of the idea. Get in touch with us in Resource Development and discuss *who, what, where, when* and *why* of your idea. We will help you formulate a plan and look for appropriate funding.
   We need your ideas! Contact Dory McQueen, mcqueed@scf.edu or 941-752-5387.