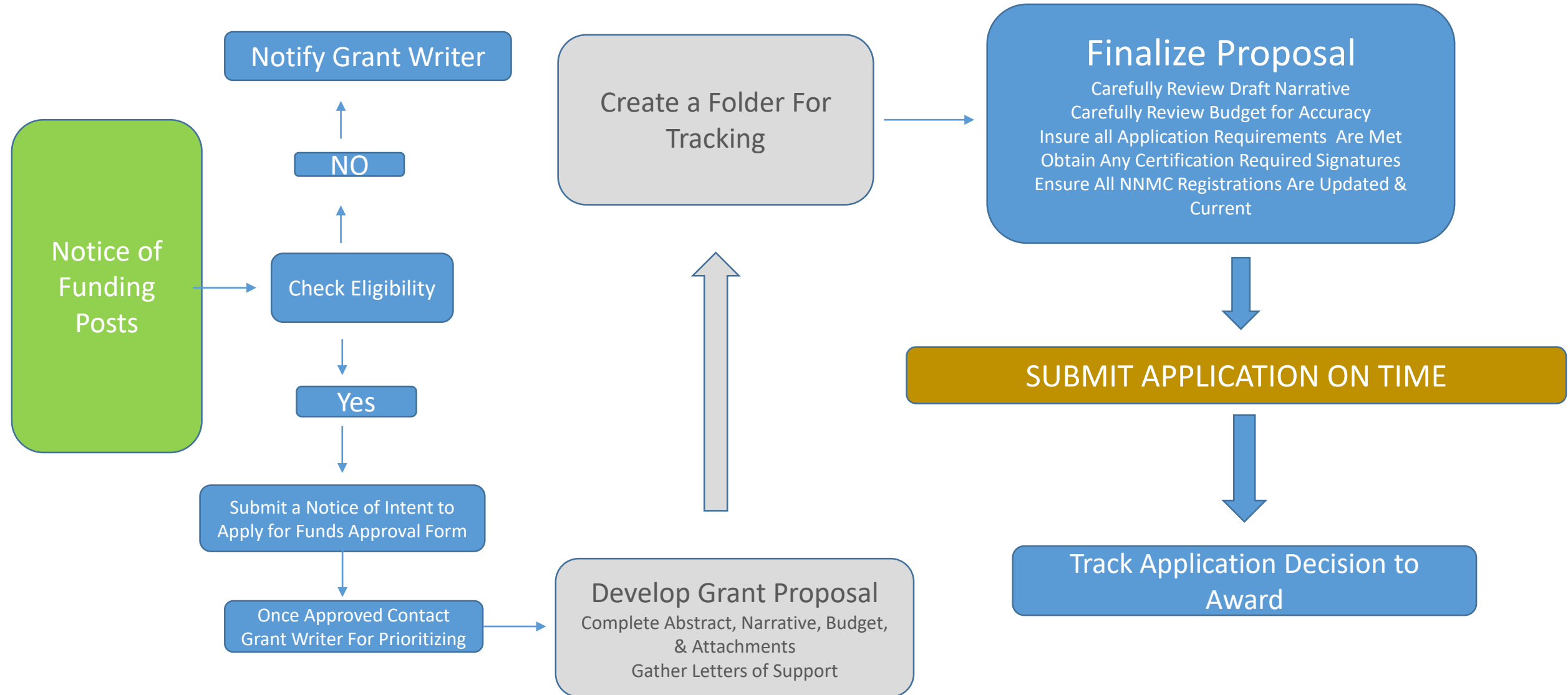


Grant Application Process



Funding Sources



Private Foundations



Notice of Funding Posts

CONSIDER

- Consistency with mission and goals of the College
 - Does it align with NNMC Strategic priorities**

- Determine Problem/Need/Gap in service
 - Conduct SWOT analysis**
 - Professional Development**
 - Infrastructure**
 - Recruitment/Retention**

- Goals
 - Obtainable**
 - Are we capable of fulfilling the requirements**
 - Feasible under current conditions**

- Objectives
 - Meet RFA requirements**

- Outcomes/Impact
 - Evaluate the success of the outcomes**

- Resources Available/Needed
 - Facilities**
 - Equipment**
 - Staff**

- Time Frame
 - Do we have time to submit a good proposal**

Submit Notice of Intent to Apply

Instructions



NOTICE OF INTENT TO APPLY FOR FUNDING

INSTRUCTIONS

DATE SUBMITTED: Enter the date (---/---/---) you submit this notice for internal review and approval.

APPLICATION DUE DATE: Enter the date (---/---/---) the funding proposal and/or application packet is due to the funding source.

PROGRAM/COLLEGE/UNIT: This section shall identify the location(s) of program responsibilities, both operational and administrative, to include program(s), college(s), and unit(s) with management and/or operational responsibilities for the proposed program.

COLLEGE CONTACT: This section shall identify the Grant Project Director, to include: name, telephone number, and facsimile number. This is the person with overall responsibility for management of the program who can respond to questions regarding the grant.

FUNDING SOURCE: This section shall identify the source of the funding. If federal grant, provide full agency name; if sub-grant through another state agency, provide the name for both the federal agency and the state flow-through agency which oversees the program.

GRANT INFORMATION: This section shall identify the grant program being considered, to include: the program title of the grant; other names, acronyms, etc. by which the program is commonly referred to; the CFDA # (if federal); amount of grant; the fiscal year of the grant; project duration in years; starting and ending dates; if match required; percentage of match required, and if NNMC match will be hard cash or in-kind (in-kind to be detailed by Grant Project Director).

Other College(s)/PED(s)/Unit(s) impacted by this Grant: This section shall identify other colleges, units that are impacted by this grant.

GRANT SYNOPSIS: This section shall provide a synopsis, not to exceed one page, of the proposed program, to include: what the program or project proposes to do; what it will accomplish, how it will be accomplished, and how it will be managed, monitored, and evaluated. Following are suggestions to help you develop this summary and eventually, your funding proposal:

- Clearly and specifically define the problem or need the program will address.
- Define your objectives and quantify them, if possible.
- Define the methods you will use to solve the problem or address the need you have identified.
- Design a workable method to monitor and evaluate the extent to which your program meets its objectives.
- Determine whether you have access to the personnel and resources needed to see the project through and get the necessary initial commitments before proceeding.

Form



NOTICE OF INTENT TO APPLY FOR FUNDING

DATE SUBMITTED: _____		APPLICATION DUE DATE: _____	
PROGRAM/COLLEGE/UNIT: _____			
PROGRAM CONTACT (Grant Project Director's Name): _____			
Telephone Number: _____		Facsimile Number: _____	
FUNDING SOURCE:			
<input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Other _____			
GRANT INFORMATION			
Program Title: _____			
Grant Solicitation/Fund Number: _____		Duration: _____ years	
START Date: _____		END Date: _____	
Amount of Grant \$ _____		Match Required? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Fiscal Year: _____		<input type="checkbox"/> % Hard Cash <input type="checkbox"/> In-kind (Must be Detailed)	
REQUIRED REPORTS: _____		Frequency of Reports: _____	
Other College(s)/PED(s)/Unit(s) impacted by this Grant: _____			
GRANT SYNOPSIS:			
1) Attach a copy of Program Funding Guidelines 2) Provide a synopsis of the description of the proposed project. <ol style="list-style-type: none"> Define current need or program. How will grant address this issue? How will grant be implemented? How will grant be monitored for compliance? Does program have sufficient staff and resources to monitor grant to completion? If not, how will this issue be addressed? 			

APPROVED: _____
President/Provost/Or Designee

Develop Proposal

- ✓ Carefully review RFP and create an internal checklist of grant requirements.
- ✓ Complete all required pieces of the narrative, budget, and attachments.
- ✓ Gather data and letters of commitment as required by the funders.
- ✓ Submit all completed application components Grant Writer

Process Grant Application

- ❖ Review the narrative to ensure alignment with RFA.
- ❖ Review the budget for accuracy and completeness.
- ❖ Review application for errors and completeness
- ❖ Finalize all application components.
- ❖ Compile complete application package.
- ❖ Send final copy of the application package to the Provost.
- ❖ Submit complete application to funder
- ❖ Update grant records to maintain comprehensive database of all grant proposals.
- ❖ Track application for notification of award or rejection.