Grant Application Process

Notice of Funding Posts

Check Eligibility

YES

Submit a Notice of Intent to Apply for Funds Approval Form

No

Notify Grant Writer

YES

Create a Folder For Tracking

Develop Grant Proposal

Complete Abstract, Narrative, Budget, & Attachments

Gather Letters of Support

Once Approved Contact Grant Writer For Prioritizing

Finalize Proposal

Carefully Review Draft Narrative
Carefully Review Budget for Accuracy
Insure all Application Requirements Are Met
Obtain Any Certification Required Signatures
Ensure All NNMC Registrations Are Updated & Current

SUBMIT APPLICATION ON TIME

Track Application Decision to Award

Notify Grant Writer
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

NORTHERN New Mexico College

NOTICE OF INTENT TO APPLY FOR FUNDING

INSTRUCTIONS

DATE SUBMITTED: Enter the date (mm/dd/yyyy) you submit this notice to the internal review and approval.

APPLICATION DEADLINE: Enter the date (mm/dd/yyyy) 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 responsibility, both operational and administrative, to include program, college, and/or 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, and the person to whom questions regarding the program may be submitted.

GRANT FUNDING SOURCE: This section shall identify the source of the funding. If federal grant, provide the agency name, including grant through another state agency, provide the name for both the federal agency and the state EIN through which the agency issues the grant.

GRANT INFORMATION: This section shall identify the grant program being considered, to include: the state/federal funding program; the federal name, number, etc., by which the program is commonly referred to in the CEIS database; and/or another state program. The name of the program, federal program number, etc., by which the program is commonly referred to in the CEIS database or any other state program shall be identified. Other funding sources will be used as desired for a grant program.

Other College(ies)/(Unit) impacted by this Grant: This section shall identify other colleges and/or units that are impacted by the grant.

GRANT SUMMARY: This section shall provide a synopsis, not to exceed one page, of the program/project to include what the program/project is to do, what it will accomplish, how it will be accomplished, and how it will be evaluated. Following are suggestions to help you develop this summary and evaluate your funding proposal.

• Identify the specific need or gap the program will address.
• Define your objectives and quantitatively; if possible.
• Outline the methods you will use to solve the problems and address the needs 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 personnel and resources needed to implement the project and meet the necessary financial commitments before proceeding.

Form

NORTHERN New Mexico College

NOTICE OF INTENT TO APPLY FOR FUNDING

DATE SUBMITTED: Application Due Date:

PROGRAM/College/Unit:

PROGRAM CONTACT (Grant Project Director/Name):

Telephone Number

Facsimile Number

FUNDING SOURCE:

Federal

State

Other

GRANT INFORMATION

Program Title:

Federal/State/Local Funding: 

Percent:

Estimate for Years:

GRANT SUMMARY:

Grant Solicitation/Grant Number:

Budget:

START Date:

END Date:

Amount of Grant:

Cash Support:

Was
doesn't

Refunded

Grant

In Kind Amount

Total

Fiscal Year:

REQUISITE REPORTS:

Frequency:

Other College(ies)/(Unit) impacted by this Grant:

GRANT SUMMARY:

1. Identify a copy of Program Funding Criteria:

2. Provide a synopsis of the description of the proposed project:

a) Objective(s) and project goals are clearly identified.

b) Project will be completed using the proposed methods.

c) Project will be completed on schedule.

3. Identify the specific need or gap the program will address.

4. Define your objectives and quantitatively; if possible.

5. Outline the methods you will use to solve the problems and address the needs you have identified.

6. Design a workable method to monitor and evaluate the extent to which your program meets its objectives.

7. Determine whether you have access to personnel and resources needed to implement the project and meet the necessary financial commitments before proceeding.

APPROVED:

President/Principal 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.