

IMPERIAL COMMUNITY COLLEGE DISTRICT

Grant Development Process

1. Applicant is to complete a “Grant Application Notification” and submit it to the Grant Administration Office (GAO) with VP’s signature.
2. If the answers to questions 1-4 are “no” in the Grant Application Notification, proceed to develop grants narrative/budget. Go to step 6. If you answered “yes” to any question from 1-4, complete the grant application notification and request approval from your VP.
3. If the Grant Application Notification is approved by your VP, the GAO will submit the Grant Application Notification to the Grants Committee and if approved, it will be submitted to the President/Superintendent.
4. Upon approval, the applicant can proceed with developing partnerships, assessing needs, grants narrative, and budget.
5. Before the grant proposal is finalized, provide information about the objectives, timeline, resources (space, personnel, etc) to the GAO.
6. President/Designee is to sign off the final grant application.
7. A final copy of the grant is provided to GAO with an electronic copy or copy on disk, if available, four days prior to the deadline.
8. Award letter and detailed budget is given to GAO and Business Office when grant is awarded.

GAO is to receive copies of signed interim and final reports.