



**Have you  
read  
or  
heard  
about  
a great  
opportunity**

**...but are  
not sure  
how to take  
it to the next  
level?**

**...or whom to  
bring into the  
conversation?**

**...or  
wondered  
where's the  
money?**

# Grant Application Process



- Step 1** The Project Lead will complete the Project Concept Form (attached).
- Step 2** The Project Lead will submit the completed Project Concept Form, signed by the Immediate Supervisor and appropriate member of the Executive Leadership Team, along with any necessary attachments to **Jan Tomlinson**, Assistant to the President, for inclusion on the Executive Leadership Team agenda for initial review and approval by the President.  
*\*Note: The Project Concept Form must include a list of the key stakeholders who will be included on the Project Team.*
- Step 3.** If approved, Project Lead will schedule a meeting with Business and Finance to evaluate reporting requirements and other required commitment of resources.
- Step 4.** Timeline and checklist will be established by Project Lead and submitted with final Project Concept Form for final approval by the President. Upon approval, work can begin.
- Step 5.** Final grant application will be routed to appropriate Executive Leadership Team member for review and ultimately to the College President for approval and signature.
- Step 6.** Grant submitted for approval. Copies of final proposal must be submitted to:
- David Brillhart and Jenny Mechling for reporting and fiscal monitoring purposes
  - Jan Tomlinson for grant tracking



Employee Name and job title: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Department \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Date funds are needed: \_\_\_\_\_

*\*Attach grant opportunity information to the Project Concept Form as well as a detailed Project Budget. You are not limited to the space allotted on this form. Please attach additional pages if needed.*

Project Concept:

Do you have potential funding source/s identified and if so, please explain.

Do you have a recommendation for a grant writer?

List project objectives and evaluation methods.

What is the target population/audience?

What is the project's relevance to the institutional vision/mission/strategic plan?

List partners/stakeholders both internal and external.

How will the project be sustained once the grant is completed?

Are there matching funds or resources required and if yes, what are they?

Are letters of support required and if so, do you have them secured?

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Project Concept Approved  
Signature of the President