GRANTS HANDBOOK

APPROVED MARCH 2023

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I. INTRODUCTION

Thank you for your interest in grant writing! SCC faculty and staff are welcomed and encouraged to consider grant opportunities. This Handbook outlines the necessary steps for a grant to proceed from concept to award, and was written to be of assistance to both novice and experienced grant writers. Tips on writing a proposal, completing the application process, and preparing a budget are included, as well as project management and program evaluation guidelines.

All grant-funded programs and services need to align with the College's mission and strategic goals, which are outlined below.

Mission statement

We are the People's College, empowering our students and community through education.

When we say "we are the People's College," we mean that we are an open-access college serving the Sacramento/Yolo region, welcoming anyone who wants to get a college education. We believe that education is a fundamental right that can transform lives and be a force for social change, and that this right should be made available to everyone. We provide educational opportunities that rival the quality of programs at four-year colleges and universities, and we make these opportunities affordable, accessible, and equitable to all. Whether your educational path is to transfer to a four-year institution, enter directly into the workforce, build skills to advance in your career, or engage in personal enrichment, our degree and certificate programs are designed to fulfill student goals and contribute to the vitality of our community.

College goals

Goal 1: Optimize student access, progress, momentum, and success.

Goal 2: Ensure equitable academic achievement across all racial, ethnic, socioeconomic, and gender groups.

Goal 3: Provide exemplary teaching and learning opportunities.

Goal 4: Provide exemplary workforce and career technical education programs that reflect the needs of the region we serve.

Goal 5: Foster an outstanding working and learning environment.

Goal 6: Create and promote a culture of environmental stewardship and sustainability at the college.

II. ROLES AND RESPONSIBILITIES

Project Director/Grant Applicant

- Consult with the dean or supervisor to determine interest in the grant opportunity.
- Consult with the PRIE office as early as possible to launch the grants feasibility review process. This will include a discussion of data needs for the application and data reporting requirements.
- Identify a grant-writing team to prepare the grant proposal. If an outside consultant will be retained, that should be in consultation with the PRIE office, the President's Office, and the District Grants Office.
- Ensure that the grant proposal and Grants Submission and Acceptance Form (the "green sheet") are ready to submit to the PRIE office at least **one week** before the application deadline.
- Facilitate the achievement of grant goals and objectives as described in the proposal.
- Maintain accurate and detailed budget information.
- In collaboration with the Responsible Administrator, ensure that grant funds are expended appropriately according to federal and state regulations and the conditions of the grant.
- In collaboration with the Responsible Administrator, ensure that requested reports are submitted to the funding agency and/or college on time.
- Adhere to all district policies and procedures.

Responsible Administrator

- Maintain familiarity with the grant requirements.
- Support the grant writing team in their efforts by helping them navigate the grant application process, and by facilitating introductions and connections with appropriate departments, as necessary.
- Ensure that college and district-wide policies and procedures regarding grant applications and awards are being followed.
- Provide support for budgeting and expenditures, reporting requirements, hiring processes, and other types of administrative support.

<div align="center">3</div>

Director of Grants Management, LRCCD
Sue Byrne
byrnes@losrios.edu
916-568-3096

- Support college priorities through grant development processes, research, training and assistance.
- Develop and maintain district policies and procedures (in partnership with additional departments, as appropriate).
- Provide technical assistance to Project Director and teams including reviewing and editing grant proposals, and (on request) project management of grant development process.
- Submit all federal grants.
- Make an annual calendar of Federal funding opportunities available to the College President and the Executive leadership team.
- Meet with the College President on an annual basis to determine grant priorities.
- Make grant development and implementation resources available to the college.
- Identify and share potential grant funding opportunities with the college community.
- Work with the Chancellor and the College Presidents to identify districtwide grant opportunities, and serve as a liaison for ongoing collaboration among the colleges and the district.

Dean, Planning, Research, and Institutional Effectiveness
Dr. Gayle Pitman
pitmang@scc.losrios.edu
(916) 558-2512

- Maintain a liaison with the District and College Grants Committee.
- Coordinate with the President's Office during the grant feasibility review process.
- Serve as a resource to support grant writers and successful grant project leads.
- Provide research and data support during the application process, and during the grant award period per mutual agreement.
- Coordinate the grant application routing process with the President's Office, the SCC Business Services Office, and LRCCD Grants Office.
- With the help of the Grants Committee, maintain a database of submitted grant applications and successful grant awards.

Grants Committee
- Work with the President's Office to develop and implement grant feasibility review processes to ensure alignment with institutional goals, priorities, and needs.
- Develop a Grants Handbook for the college, which will subsequently be reviewed annually and revised as needed.
- Conduct an annual gap analysis to identify where grant funding may be needed.

- Work with the District Grants Office and the Staff Resource Center to develop an annual professional development plan, focusing on grant writing, project management, budget development, and other grant-related activities.
- With the support of the PRIE office, maintain a list of grants awarded to the college, and ensure that the list is available to the college community.
- Collaborate with the District Grants Committee to stay informed about and to provide input on district-wide grant efforts.
- In partnership with the PRIE office, inform the college of appropriate grant application routing procedures.
- Hear annual status and outcomes updates from Project Directors of grants.

III. GRANTS DEVELOPMENT PROCESS

There are many phases in the life cycle of a grant. This Grant Writing Handbook will guide you through the entire grants development process, which is summarized in the flow chart, timeline, and process checklist below.

Grant Development Process Flowchart
Grants Development Timeline.
Grant Application Process Checklist

Pre-award period:
Identify new funding opportunity
Initial contacts:
- Log at grants@losrios.edu
- Contact PRIE office
Determine eligibility
College review/feasibility assessment
Proposal development:
- Identify writing team
- Assign tasks
- Obtain input from relevant departments/areas
- Request data from PRIE office if necessary
- Develop budget (assistance from Administrative Services Analyst)
  - Direct costs
  - Indirect costs
Proposal completion:
- Complete and submit Part II of the LRCCD Grants Submission & Acceptance Form (Green Sheet), grant application, and budget for signatures
- Email full application to grants@losrios.edu

Grant award process:
- Submit Part III of the LRCCD Grants Submission & Acceptance Form (Blue Sheet);
- Work with Administrative Services Analyst to set up accounts and budget codes

Post-award period:
Project management
- Hiring
- Program implementation
- Program evaluation and reporting

Grant closeout/institutionalization:
- Summative evaluation and final reporting

A. PRE-AWARD PERIOD

Most prospective grant opportunities require approval from the Office of the President before moving forward with the application process. SCC Operational Memorandum 1.D.1 outlines the grants feasibility review process in more detail   Before pursuing any grant opportunity, be sure to consult with your dean or supervisor, who will then help you with the grants feasibility review process and with completing the grants feasibility form.

Grant opportunities can arise in a number of ways. Some grants, such as federal HSI, TRIO, and National Science Foundation grants, open up their application periods on a regular cycle. Information about grants administered through the California Community Colleges Chancellor's Office (CCCCO) is typically shared systemwide through listservs and other communication channels. Sometimes colleges might be approached by a funding agency and invited to submit a grant application. This is more common if there is a pre-existing relationship between the funding agency and the college, although this can also happen with larger federal grants.

It is not uncommon for colleges to be approached by an outside agency, community organization, or another college or university to partner on a grant or serve as a subawardee. Collaborative efforts like this can be more complicated. If you are asked to collaborate on a grant, the opportunity will still need to go through the grants feasibility process. Because of the complexity of navigating collaborative grant efforts, it is also important to maintain communication with the PRIE office, the District Grants Office, and, depending on the type of grant and the funding source, the Office of Philanthropy.

When grants involve more than one college in our district, or when grants involve an outside partnership or collaboration, the decision to pursue these kinds of opportunities is typically made by the Chancellor's Executive staff.

Once the grant opportunity receives approval, you will need to assemble a writing team, determine who will be responsible for which tasks, and connect with the PRIE office to identify data needed for the application.

Common Grant Proposal Components and Tips for Grant Writing
>   This section is designed to give you some idea of the most common sections included in a grant application. Please note that grant application formats vary from one funder to another, and may not exactly match the framework outlined below.
- Project Summary/Abstract
- Needs Statement/Statement of Problem

- Description of Applicant
- Project Narrative (including information about your department and Sacramento City College)
- Project Goals and Objectives
- Action Plan/ Description of Methodology
- Project Timeline
- Sustainability of Project (after grant funding ends)
- Personnel
- Evaluation Process
- Budget
- Facilities and Resources

Always follow the grantor's cues, instructions and questions for each section (they are sometimes as specific as asking for certain font sizes and margins). Often the instructions indicate a point value system -- note the number of points to be awarded for each section of the grant proposal. Also be sure to keep within the guidelines for the length of each section, sometimes denoted by the number of words or pages. If they ask for a one-page response, give them no more than a one-page response.

Project Summary/Abstract

The summary should generally include a brief statement of the issue to be addressed, the project's goals and objectives, the approaches that will be implemented to achieve the goals, and the potential impact or significance of the proposed activity on achieving successful and equitable student outcomes. This is likely to be the first section the evaluators will read, so use this opportunity to engage the reader with a compelling pitch. The project summary/abstract should be no more than one page in length.

Need Statement/Statement of Problem

In this section, you have the opportunity to make your case as to why the program, services, or research you are proposing is needed at this time. You will need to convince the grantor that there is a verifiable need for the activities described in the rest of your proposal. In most cases, you will also need to demonstrate that grant dollars will be used to develop new activities or augment existing activities, but will not be used to supplant existing funding. Be sure to draw on existing research and data that supports your case, and cite sources accordingly.

Description of Applicant (sometimes included in the Project Narrative)

It is not uncommon for the funder to ask you to familiarize them with your department and the college. You should assume they do not know anything about us. You may want to use the

following description for Sacramento City College:

> Sacramento City College, founded in 1916, is the seventh oldest two-year community college in California's 116 publicly funded community college system, and the oldest institution of higher learning in the Sacramento region. The college's founder and first administrator, Belle Cooledge, later went on to become the first female mayor of a major city. From its first graduating class of six women to a student body of approximately 20,000, Sacramento City College is part of the second largest community college district in California.

> Sacramento City College is a multi-campus, urban college that consists of a 70-acre main campus across from William Land Park. The College has two educational centers, one in Davis on the campus of the University of California, Davis, and one in West Sacramento located adjacent to the public library, community center, and civic center. SCC is a vibrant teaching and learning institution with approximately 20,000 day and evening students and is recognized as both a Hispanic-Serving Institution (HSI) and an Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

> SCC has a rich history in the community and has expanded educational opportunities to students across the region. SCC awards Associate in Arts or Science degrees as well as Associate Degrees for Transfer, which guarantee transfer into the California State University system. The College offers Career Education certificates and degrees, transfer credit for students who desire to continue their education at a four-year college or university, and instruction in basic skills such as English, English as a second language, and mathematics.

> Faculty and staff at SCC value a collaborative and diverse campus community. As one of four colleges within the Los Rios Community College District, Sacramento City College embraces change, values excellence in academic achievement, and supports the success of students as they pursue their dreams.

Typically, funders will ask for a demographic profile of our area, our school, and the target population of your proposal. Student profiles, environmental scans of our college's service area, and student enrollment information can be found on SCC's Data and Research and the District's Institutional Research websites. If there are things you can't locate using the college or district data dashboards, you can submit a research request to the PRIE office using our Research Request form.

<u>Project Narrative (Description)</u>

This is likely to be the principal part of the proposal and could have several sections. Here you should give a detailed statement of the work you will do if funded. You are likely to be asked what you will do, how you will do it, and the advances that are expected as a result of their funding your project.

<u>Goals and Objectives</u>

Goals should reflect and address the need you have previously defined. It is not uncommon to have some confusion about the difference between goals and objectives. In general, goals usually broadly define the issue that will be addressed and the objectives are more specific, measurable benchmarks that will be addressed and accomplished. Not all grant applications will use the terms "goals."

<u>Action Plan or Methodology</u>

This is where the goals are linked with the actions of the grant. The proposal writer must carefully detail why they are doing this (goal), with the timeline, the outcome, and the person or group responsible for carrying this out. This is frequently a chart or table that could look something like this:

<u>EXAMPLE:</u> Adult Learners Grant Proposal

Goal 1. Increase the enrollment of students who are 25 and older.

Objective	Action	Expected Outcome	Date	Person(s) Responsible
1. Engage in targeted outreach activities with adult learners who are 25+.	Hold 10 informational workshops and informal gatherings in the community.	Addition of 50 new participants from the targeted group.	Completed by November 2022	Dean, Connection and Onboarding

Another common tool that proposal writers may use to conceptualize the connection between the project goals and outcomes is to construct a **logic model** for the grant project. The logic model is a visual representation and documentation of the project's process and illustrates the reasoning behind how the project will be implemented to achieve the intended goals and/ or outcomes. The logic model can be used not only for project planning but also for project implementation and tracking. Though the format of and detail included in a logic model can vary, it typically includes several common elements as shown below.

EXAMPLE OF LOGIC MODEL COMPONENTS

Local context/ challenges:	Inputs:	Activities:	Outputs:	Short-term outcomes:
These largely become the reasons identified by the proposal writer that help establish the rationale and need for the project. Consider the social, political, cultural, and environmental climate/ policies/ norms/ practices.	Inputs reference investments in the project. Inputs may include tools and resources (e.g., human financial, organizational, etc.) to be involved in the project. These inputs may be ones that already exist at the college.	Activities are the events and tasks that will occur as the project is being implemented. These may involve tasks that college employees will engage in to make the project happen.	Outputs are things expected to be produced during, not after, project implementation. These may involve tangible things that are created, processes developed, and/ or knowledge shared.	These outcomes are immediate as a result of the project.
				Long-term outcomes: These outcomes are those that are intended to occur long after the project has concluded. These outcomes may illustrate what is expected of the project as a result of institutionalizati on.

Project Timeline

The funder may ask for a specific timeline of events but it should probably also be mentioned in the project narrative and/or the plan of action. It should specify the dates for beginning and completion of all activities or tasks in their sequence.

Sustainability (after the grant ends)

Grantors frequently want to know that the work they are funding will continue after the grant ends. In your application, be sure to discuss how the grant-funded project will become institutionalized. It's important to think about this as early in the grant application process as possible.

<u>Personnel</u>
Some grants will involve the hiring of new personnel and/or the reassignment of current employees. If this is the case, work closely with your supervisor or dean and the Human Resources department so that you can convey to the funder how your project will be staffed in accordance with district policies. Because grants can be funded with an expectation of a quick start date and the district's employment policies are complex it is crucial that you begin working on this aspect of the grant early in the process. If your grant will involve the hiring or reassignment of staff you should fill out a **Grant Staffing Summary Sheet** (see appendix F) along with your Notification of Grant/Program Application (the "green sheet"). If personnel costs and information are required as a matching component, please work with the Accounting Department so they can help with ascertaining accurate costs and ensure that personnel are not already used as a match for another grant.

The personnel section of the proposal, if included, should convince the reviewers that the project team members have the expertise to conduct the proposed activities. A brief description of each team member could be prepared indicating her or his professional experience and how he or she will contribute to the project.

<u>Evaluation</u>
Most project-oriented grants will require you to complete project evaluations, which could be done throughout the grant period and/ or at the conclusion of the grant. Consult the grant's request for proposal/ application guidelines for details in order to ensure you understand the expectations, timing, and details of the evaluation for planning purposes.

You will need to involve the PRIE office to help determine the most appropriate evaluation approaches, as well as whether to use in-house evaluation resources and/ or an external evaluator. Please note that using an in-house resource to evaluate outcomes should be negotiated with the PRIE office before writing it into the grant, and that doing so will likely entail costs that should be included in your projected budget. Please also note that using an external evaluator may not preclude the use of an in-house resource. For example, an external evaluator may require you to share data during the grant period that are managed and released by the PRIE office. This work would require an in-house resource that should be negotiated with the PRIE office in advance so that any costs associated with the use of the in-house resource may also be included in your projected budget.

<u>Budget and Budget Justification</u>
Every grant will require a budget that will show the funder how you intend to spend the money they give you. This is a critical component of the grant application - don't leave this until the last minute! Upon submission of the proposal, the budget becomes a commitment on the part

of the College and District to perform the work at the proposed costs. While the budget is sometimes negotiable by mutual agreement both prior to and after signing the grant, generally the submitted budget becomes a contractual agreement. This is why it is so important to engage in a careful review of the application materials and guidelines, and plan your budget expenditures carefully. In addition to the budget, funders are also likely to ask you to explain why the funds are being used in this manner and how the amount was determined.

The total budget should reflect all the costs associated with the project including:
- Salaries by category or employee
- Release time (if called for and pre-approved)
- Benefits
- Consultants
- Travel
- Contracts
- Equipment
- Supplies
- Computers
- Evaluation costs
- Indirect expense, if allowed
- Any other items

This section should be prepared carefully. Mistakes can lead to a poor score from reviewers, They can also create an unacceptable liability to the college and district if costs are underestimated. It is important to note what the district or college is obligated to cover through the grant even after the end of the grant period. For example, sometimes equipment purchased with grant funds must be returned to the grantor when the project ends.

There are some terms that are important to understand well when writing grants:
- **District contribution/match.** Some grant proposals require a match before funding a proposal, and the amount of match will vary. The district contribution/match is the amount of cash or in kind the district is expected to pay in support of grant activities.
- **In-kind contribution** is a non-monetary contribution of equipment, supplies, space, staff time, etc. provided by the grantee to meet cost-sharing requirements. The amount of in-kind may be limited by the funding source.
- **Indirect costs** are the costs of doing business for the district that are not readily attributable to the grant project but are necessary for the operation of the institution and the implementation of the grant project. Indirect costs usually include: accounting, budgeting, payroll preparation, human resources, general administrative salaries,

utilities, and custodial, etc. The funding source usually limits the amount to be claimed as indirect costs as a percentage of the total grant. If indirect costs are allowed but not specified, work with Mike Lee, district Fiscal Services supervisor to determine the appropriate amount to charge the funder. LRCCD seeks to charge the maximum allowed indirect cost.

● **Direct costs** are expenses that are attributable to the operation of a project and that are itemized by categories specified as allowable under the grant or contract. Examples of direct costs include program personnel salary and benefits, supplies, travel, equipment, evaluation costs, etc.

The PRIE Office, the Business Services Office, and the Director of Grants Management at District Office can all help you with developing your budget.

Facilities and Resources

The emphasis in this section of the application should be on the institutional facilities and resources that are required and beneficial to the project. Facilities and resources such as planning and programming, space requirements, physical location, required staffing, facilities support, media and computer/phone equipment, any special technology support, safety, security, and collaborations and partnerships which will be required and described in the proposal. The information provided is used by reviewers to assess the adequacy of the institutional facilities and resources available for performance of the work to fulfill the proposed requirements.

B. GRANT AWARD PROCESS

Congratulations! When you receive notification that you have been awarded a grant, there are several things the project director should do as soon as possible:

- Carefully read all award documents. Doing so will help you familiarize yourself with the documents that have been prepared for the grant and to refresh your memory for what has been written.

- Notify your dean/supervisor, the responsible administrator (if that person is not your dean or supervisor), and the PRIE Office. Establishing transparency early in the grant award process is key for setting you up for success.

- Complete and submit Part III of the LRCCD Grants Submission & Acceptance Form (the "blue sheet") along with the award letter, which will be signed by the College President, District Fiscal Services, Human Resources (if applicable), District Legal (if applicable), and the Vice Chancellor. **Please note that grant awards and contracts must be signed by the Deputy Chancellor or a designee only and not by the Project Lead or Responsible Administrator**. This signed agreement should be considered to be a legally binding contract that obligates the College and District to adhere to the terms and conditions of the grant. Copies of the grant award should be kept by the Responsible Administrator and submitted to the District Grants Office. The District Grants Office will review the grant award letter, the approved budget, update the Special Program Review (SPR) worksheet and route for management approval. After the Blue Sheet has been executed, Award Memo email notification will be sent out to the VPA, Responsible Administrator, Project Director, and Administrative Services Analyst.

- After the Award Memo email is received, the Administrative Services Analyst will set up the grant budgets and provide the Project Director with a copy of the budget codes.

- From this point on, all appropriate charges should be charged off specifically to this account. Also be sure to inform the Business Services Office and the PRIE Office of reporting dates to the funder.

C. POST-AWARD PERIOD

Grant Implementation

Once the grant has been awarded, the project director will be responsible for handling and overseeing grant implementation activities. The Grant Implementation Checklist, developed by the District Grants Office, will help you track the various tasks that will need to be completed. These tasks typically include (but are not limited to) the following:

Personnel. This includes initial hiring, new employee onboarding, and employee performance reviews.

Budget. Budgetary tasks include submitting purchase requests, recording project expenditures, completing and submitting budget reports, and informing the funder if budget changes need to be made.

Evaluation. This involves working with the PRIE office (or, in some cases, an external evaluator) to conduct program evaluation activities, and submitting evaluation reports to the funder. These activities should be conducted in accordance with what was written in the grant application.

Reports

The grant manager is responsible for transmitting all required project report(s) to the funder, unless otherwise dictated by the grant guidelines. Reporting periods will vary according to the funder's wishes but may be on a monthly, quarterly, bi-annual or annual basis. Usually these reports will include both a narrative of activities and a report on expenditures to date. Contact the Business Services Office and the PRIE Office at least two weeks prior to the report due date to coordinate the submission of the report. Completed reports should be submitted by the Project Director to the grant funder, the Responsible Administrator, and the PRIE office.

Changes

During the grant funding period, you may need to make changes to the grant budget, performance period, or work plan. Be sure to consult with the Responsible Administrator before making any changes. Budget changes/modifications (usually over 10%) will generally require prior approval by the funding agency's assigned program officer. Refer to the grant award document. All changes need to be submitted to the District Grants Office using the Grant Amendment Form (the "pink sheet").

D. GRANT CLOSEOUT/INSTITUTIONALIZATION

Project Closeout

In most cases, you will need to submit a final report to the funder to close out the project. Be sure to consult with the Business Services Office and make arrangements for handling any unspent funds.

Project Institutionalization

As noted earlier in this handbook, how grant-funded projects will be institutionalized once the grant ends should be discussed in the early stages of the grant application process. Waiting until the grant sunsets before asking these questions only increases the likelihood that the project will go away, even if it was effective. Additionally, many funders award points in the grant application process for outlining how institutionalization will occur, so these should be considered early on in the grant development process.

Project institutionalization typically involves evaluating whether the grant-funded project should continue once the grant funding ends, and if so, determining how to accomplish that. In some cases, it may not make sense to continue the project once the funding ends, particularly if it's a time-limited intervention. In cases where projects failed to yield positive outcomes, the college will need to decide whether to continue the project, make improvements to the project, or eliminate the project after the grant funding goes away. There is no one-size-fits-all decision - it largely depends on the results of program evaluations and an overall cost-benefit analysis.

IV. APPENDICES

APPENDIX A. PROPOSAL PREPARATION FACT SHEET

The following information is to be used in the preparation of proposal cover sheets, application packets, budgets, certifications and other forms. If you have any questions, please contact your Dean or Supervising Administrator.

Application Organization
Sacramento City College
3835 Freeport Boulevard
Sacramento, CA 95673

Type of Organization
Public, 2 year
Educational Institution
Public Institution of Higher Education
Tax Exempt under IRC 170
Sacramento City College is not a 501c3
The Los Rios Colleges Foundation is a 501c3

Official authorized signatory for applicant organization:*
Albert Garcia, Interim President
Sacramento City College

Name of administrative officials to be notified if award is made:
Gayle Pitman, Dean, Planning, Research, and Institutional Effectiveness
Mitch Campbell, Interim Vice President, Administrative Services
Irina Bachinsky, Administrative Services Analyst

Taxpayer or Employer Identification number (TIN/EIN):
94-1576340

UEI (Federal Unique Entity Identifier): replaces the DUNS numbers
JRSNN2RBANE4

DUNS Number (Data Universal Numbering System):
120273297

OPE number (Office of Postsecondary Education Identifier):
00123300

**Is the application subject to review by state under Executive order 12372
Process?**
This applies to federal grants and can be found within the solicitation document. The Director of

Grants Management will submit your application for review, if applicable.

Facilities and Administrative Costs (F&A or Indirect Costs)

For Federal applications please contact the Budget Coordinator in the Business Service Office. The District has a negotiated Indirect Rate which is reviewed periodically by the Department of Health and Human Services. This rate is used for all Federal grant submissions unless another rate is specified in the funding announcement. Current LRCCD Federal negotiated indirect rate is 30% on salaries and wages, excluding fringe benefits.

APPENDIX B: LRCCD GRANT SUBMISSION (THE "GREEN SHEET") AND AWARD FORM (THE "BLUE SHEET")

LOS RIOS COMMUNITY COLLEGE DISTRICT
GRANTS OFFICE: GRANT SUBMISSION & ACCEPTANCE FORM
(Instructions provided on the opposite side of this form.)

Grants Office Use Only
Date Received Part I & II ___/___/___
Date Received Part III ___/___/___
District File Number: # ___-___

PART I: GENERAL INFORMATION
Complete Part I. Proceed to Part II for grant submission. Part III is to be completed when the project is funded and grant/contract acceptance is requested. Submit the complete signed form for submission or acceptance to the Grants Office. Questions? Call the Grants Office at 568.3130.

College/Unit	☐ ARC ☐ CRC ☐ FLC ☐ SCC ☐ WEDC ☐ DO	
Grant Program Name		RFA/RFP/CFDA #
Proposal Type	☐ Competitive ☐ Renewal ☐ Categorical Allocation/Noncompetitive	
Project Title		
Project Director		Phone
Responsible Administrator		Phone
Funding Agency		
Type of Funding Agency	☐ Federal ☐ State ☐ Private/Foundation ☐ Other/Describe:	

PART II: GRANT PROPOSAL SUBMISSION
Attach the following: Proposal (including budget), RFA/RFP (if requested by Grant Accounting)

Application Deadline: _____ ☐ Postmarked ☐ Delivered

Submit Application To: (Provide Contact Person & Address)

Form of Delivery: ☐ Mail ☐ Hand-Delivery
Delivery of Proposal: ☐ Grants Office Delivery Requested
☐ College/Unit Will Pick Up & Deliver

Amount Requested: Period of Request:
Direct Costs: $_____ ☐ One year
Indirect Costs: $_____ ☐ Other (specify)_____
Total Costs: $_____ Indirect Cost Rate:_____ %

Match Required: ☐ Yes ☐ No
If Yes, Specify: ☐ Cash ☐ In-Kind
If Cash, Specify Source & Amount:_____

Project Start Date: _____ Project End Date: _____

Approval:

College President_____ Date:_____
Fiscal Services_____ Date:_____
Vice Chancellor_____ Date:_____
(Fiscal Review Contact:_____)

PART III: GRANT ACCEPTANCE
Attach the following: Award notification, Budget (if revised from submission)

Submission Deadline: _____ ☐ Postmarked ☐ Delivered

Submit Approved Contract To: (Provide Contact Person & Address)

Form of Delivery: ☐ Mail ☐ Hand-Delivery
Delivery of Contract: ☐ Grants Office Delivery Requested
☐ College/Unit Will Pick Up & Deliver

Amount of Award: $_____

Attach revised budget if different from amount requested in Part II.
Is revised budget attached? ☐ Yes ☐ No

Board Approval Required? ☐ Yes ☐ No

Project Start Date: _____ Project End Date: _____

Approval:

College President_____ Date:_____
Fiscal Services_____ Date:_____
Personnel (if applicable)_____ Date:_____
Legal (if applicable)_____ Date:_____
Vice Chancellor_____ Date:_____

Grants Office Use Only - Distribution
Funding Agency/Contact: _____ Date:_____
College Copy Sent To: _____ Date:_____
Fiscal Copy Sent To: _____ Date:_____

Comments:

Grants Office Use Only - Distribution
Funding Agency/Contact: _____ Date:_____
College Copy Sent To: _____ Date:_____
Fiscal Copy Sent To: _____ Date:_____
Date Approved by Board: _____

Comments:

Form Revised October, 2011

Green-Grant Submission: District Office   White: College/Unit   Blue-Grant Acceptance: District Office   White: College/Unit

Sample Grant Submission: (Green Sheet)

LOS RIOS COMMUNITY COLLEGE DISTRICT
GRANTS OFFICE: GRANT SUBMISSION & ACCEPTANCE FORM
(Instructions provided on the opposite side of this form.)

Grants Office Use Only	
Date Received Part I & II	___/___/___
Date Received Part III	___/___/___
District File Number: #	___-___

PART I: GENERAL INFORMATION

Complete Part I. Proceed to Part II for grant submission. Part III is to be completed when the project is funded and grant/contract acceptance is requested. Submit the complete signed form for submission or acceptance to the Grants Office. Questions? Call the Grants Office at 568.3130.

College/Unit	☐ ARC ☐ CRC ☐ FLC ☑ SCC ☐ WEDC ☐ DO
Grant Program Name	**XYZ GRANT** — RFA/RFP/CFDA #
Proposal Type	☐ Competitive ☐ Renewal ☑ Categorical Allocation/Noncompetitive
Project Title	ABC and 123 PROJECT 2020-21
Project Director	NAME — Phone **111-111-1111**
Responsible Administrator	SUPERVISOR NAME — Phone **222-222-2222**
Funding Agency	CCC
Type of Funding Agency	☐ Federal ☑ State ☐ Private/Foundation ☐ Other/Describe:

PART II: GRANT PROPOSAL SUBMISSION Attach the following: Proposal (including budget), RFA/RFP (if requested by Grant Accounting)	**PART III: GRANT ACCEPTANCE** Attach the following: Award notification, Budget (if revised from submission)
Application Deadline: **ASAP** ☐ Postmarked ☐ Delivered	Submission Deadline: _____ ☐ Postmarked ☐ Delivered
Submit Application To: (Provide Contact Person & Address) **grants.gov web portal**	Submit Approved Contract To: (Provide Contact Person & Address)
Form of Delivery: ☐ Mail ☐ Hand-Delivery Delivery of Proposal: ☑ Grants Office Delivery Requested ☐ College/Unit Will Pick Up & Deliver	Form of Delivery: ☐ Mail ☐ Hand-Delivery Delivery of Contract: ☐ Grants Office Delivery Requested ☐ College/Unit Will Pick Up & Deliver
Amount Requested: Direct Costs: **$ 100,000** Indirect Costs: $ Total Costs: **$100,000**	Period of Request: ☑ One year ☐ Other (specify) _____ Indirect Cost Rate: _____ %	Amount of Award: $ _____ Attach revised budget if different from amount requested in Part II. Is revised budget attached? ☐ Yes ☐ No
Match Required: ☐ Yes ☑ No If Yes, Specify: ☐ Cash ☐ In-Kind If Cash, Specify Source & Amount: _____	Board Approval Required? ☐ Yes ☐ No
Project Start Date: **01/01/2021** Project End Date: **12/31/2021**	Project Start Date: _____ Project End Date: _____
Approval: College President _____ Date: _____ Fiscal Services _____ Date: _____ Vice Chancellor _____ Date: _____ (Fiscal Review Contact: _____)	Approval: College President _____ Date: _____ Fiscal Services _____ Date: _____ Personnel (if applicable) _____ Date: _____ Legal (if applicable) _____ Date: _____ Vice Chancellor _____ Date: _____
Grants Office Use Only - Distribution Funding Agency/Contact: _____ Date: _____ College Copy Sent To: _____ Date: _____ Fiscal Copy Sent To: _____ Date: _____ Comments:	**Grants Office Use Only - Distribution** Funding Agency/Contact: _____ Date: _____ College Copy Sent To: _____ Date: _____ Fiscal Copy Sent To: _____ Date: _____ Date Approved by Board: _____ Comments:

Form Revised October, 2011

Green-Grant Submission: District Office   White: College/Unit   Blue-Grant Acceptance: District Office   White: College/Unit

APPENDIX C: LRCCD GRANT AMENDMENT FORM (THE "PINK SHEET")

LOS RIOS COMMUNITY COLLEGE DISTRICT
GRANTS OFFICE

GRANT AMENDMENT FORM

(Instructions provided on the opposite side of this form.)

PART I: GENERAL INFORMATION

Complete Part I. Use this form is you are requesting changes to an existing grant. This form may be used for two amendments for the same grant. If additional amendments are needed, use this form and indicate the number of the amendment on the form. Questions? Call the Grants Office, 568.3130.

College/Unit	☐ ARC ☐ CRC ☐ FLC ☐ SCC ☐ WEDC ☐ DO	
Grant Program Name		
Project Title		
Project Director		Phone
Responsible Administrator		Phone
Funding Agency		Funding Agency Grant Number

PART II: FIRST GRANT AMENDMENT	PART III: SECOND GRANT AMENDMENT
Submission Deadline: _____	Submission Deadline: _____

Requested Amendment Change (Check All That Apply):
☐ Budget Change (Attach Revised Budget)
 	
☐ Performance Period Change (Indicate Date Change)
   Original Performance Period: _____
   New Performance Period: _____
 	
☐ Workplan Change (Attach Revised Workplan)
 	
☐ Other (Please Describe & Attach Materials)
	Requested Amendment Change (Check All That Apply):
	☐ Budget Change (Attach Revised Budget)
	
	☐ Performance Period Change (Indicate Date Change)
	   Original Performance Period: _____
	   New Performance Period: _____
	
	☐ Workplan Change (Attach Revised Workplan)
	
	☐ Other (Please Describe & Attach Materials)

Submit Amendment To: (Provide Contact Person & Address)	Submit Amendment To: (Provide Contact Person & Address)

Form of Delivery: ☐ Mail   ☐ Hand-Delivery
 	
Delivery of Amendment: ☐ Grants Office Delivery Requested
    ☐ College/Unit Will Pick Up & Deliver
	Form of Delivery: ☐ Mail ☐ Hand-Delivery
	
	Delivery of Amendment: ☐ Grants Office Delivery Requested
	    ☐ College/Unit Will Pick Up & Deliver

Approval College President _____ Date: _____ Fiscal Services _____ Date: _____ Vice-Chancellor _____ Date: _____ (Fiscal Review Contact: _____)	Approval College President _____ Date: _____ Fiscal Services _____ Date: _____ Vice-Chancellor _____ Date: _____
Grants Office Use Only - Distribution Funding Agency/Contact: _____ Date: _____ College/Unit Copy Sent To: _____ Date: _____ Fiscal Copy Sent To: _____ Date: _____ Comments:	**Grants Office Use Only - Distribution** Funding Agency/Contact: _____ Date: _____ College Copy Sent To: _____ Date: _____ Fiscal Copy Sent To: _____ Date: _____ Comments:

Form Revised October, 2011

Pink - First Amendment: District Office   Pink - Second Amendment: District Office   White: College

APPENDIX D: SAMPLE BUDGET

PROPOSAL BUDGET				
Name of Organization:				
SUGGESTED BUDGET CATEGORIES	REQUESTED SUPPORT			TOTAL SUPPORT REQUESTED
	Year 1	Year 2	Year 3	
1 Direct Project Costs				
Personnel Expenses				
Salaries* (list staff, title, salary, % of time)				0
Benefits (list % rate)				0
SUBTOTAL: Personnel Expenses	0	0	0	0
Other Direct Expenses				
Materials and Supplies*				0
Equipment Rental/Purchase*				0
Travel *				0
Meetings/Conferences*				0
Consultants*				0
Evaluation*				0
Communication*				0
Subcontracts or subgrants				0
				0
SUBTOTAL: Other Direct Expenses	0	0	0	0
2 Indirect Costs (if requested)				
Indirect Expenses				0
SUBTOTAL: Indirect Expenses	0	0	0	0
3 GRAND TOTAL	0	0	0	0

*Please attach an itemized list of all anticipated direct project expenses.
** Refer to Section IV in the grant proposal form.

Rev. January 1, 2007

APPENDIX E: LRCCD Grant Development Process

LRCCD Grant Development Process

Grant Opportunity Identified → Log at grants@losrios.edu → Determine eligibility → Eligible → College Approval → No (Does not proceed)

- Log at grants@losrios.edu → Grants Cttee Review
  - Monthly
  - Quarterly

Determine eligibility → Not Eligible

College Approval → Proceed with grant application

Proceed with grant application → Proposal Development: Assign, allocate, manage → Proposal Completion → Formal Review Process ("Green Sheet") → Submit

Proposal Development: Assign, allocate, manage → Fiscal Services, HR, Institutional Research

Submit → Review Performance

Submit → Email full application to grants@losrios.edu