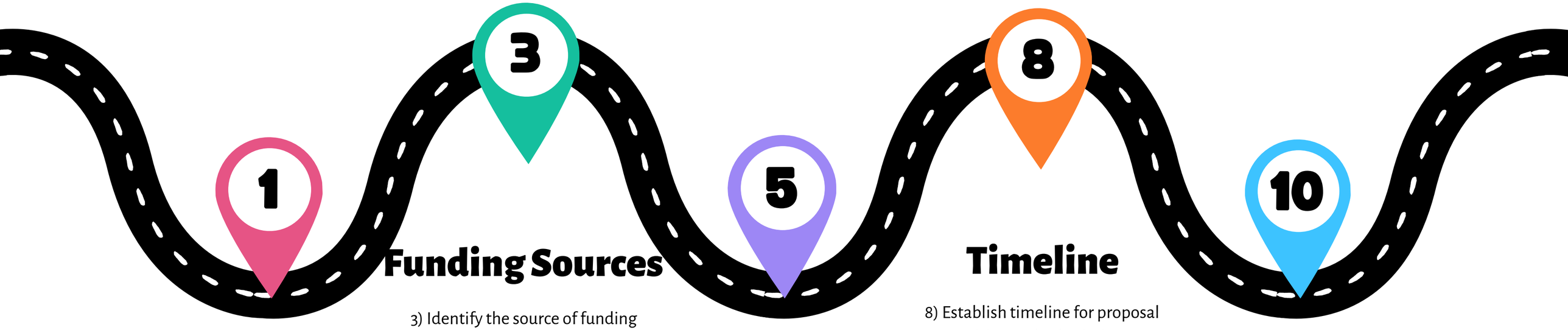
Office of Institutional Effectiveness & Grants

GRANT FUNDING FLOW CHART



Project Idea (Need)

1) Identify the need for the grant
2) Work with supervisor to obtain approval

Funding Sources

3) Identify the source of funding
4) Secure the RFP from the funding source

Eligibility & Approvals

5) Ensure the eligibility of the college for the proposal.
6) Present concept to supervisor / Institutional Effectiveness, Grants and Special Projects office
7) Obtain supervisor and cabinet approval

Timeline

8) Establish timeline for proposal writing and submission.
9) Establish key personnel to gather, write, submit and if awarded report.

Submission & Reporting

10) Draft proposal complete with all attachments for at minimum two week review prior to submission deadline.
11) With approval, submit final draft to Executive Cabinet Member.

Revised 12/08/2025