



El Camino College Grants Development Process

STEP 1 Gather Project Information

- Consider who will be involved with your project, outline goals and objectives, and decide what funding source will be most appropriate. At this time, it may be necessary to consult with your supervising dean about ideas.

Note: If you are in the preliminary project development stage and need assistance locating funding sources for your project, program or idea, we are here to help. Please e-mail us for a funding search form instead of proceeding with steps 2-4.

STEP 2 Fill-Out the Grant Preliminary Request Form

- The Grant Preliminary Request Form may be downloaded here: www.elcamino.edu/administration/grants it contains all of the necessary information needed to proceed with your proposal and may be filled out electronically.

STEP 3 Obtain Approvals and Signatures

- Request your Division Dean's approval to proceed with the project and obtain signature on the Grant Preliminary Request Form.
- Request your area Vice President's approval to proceed with the project and obtain signature on the Grant Preliminary Request Form.

STEP 4 Submit Preliminary Grant Request Form

- Submit your approved form to the Dean of Community Advancement:
Jose Anaya
El Camino College Business Training Center
13430 Hawthorne Blvd.
Hawthorne, CA 90250
- This information is then passed on to the President's Cabinet for review and approval.
- Once your proposed project is approved, you will be contacted about your proposal to create a development plan and timeline for submission.

We thank you for your time and look forward to working with you!

CONTACTS

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