Grant application processes and responsibilities
Based on an estimated 60 day opportunity release. Individual grant timelines will vary.

Planning	Responsible Party	Days until due
Approval Tree -> Grants Office -> Dean -> VP		
Identify a need at the college or in the community.	Project Director	
Notify the grants office, administration and applicable departments.	Project Director	
Seek out a funding opportunity.	Project Director and Grants Office	
Choose a funding opportunity.	Project Director	60
Obtain approval to apply from Dean and Vice President by completing a Grant Approval Form and submitting it to the Grants Office.	Project Director	50
Notify cabinet of the intended grant application.	Vice President	50 – 0
Notify Board of Trustees - information of the intended application.	Grants Office	50 – 0
Application		
Approval Tree -> Grants Office (in communication with Project Team, Dean, VPs & BoT)		
Prepare a team to develop a project within the guidelines of the funding agency and the college. Include the grants office, department dean(s), VP(s) and other departments in the planning processes.	Project Director	50
Draft a proposal.	Project team and Grants Office	30-14
Email a draft of the proposal to inform the VPs of the specifics of the project.	Grants Office	10
Approve and submit the proposal to the funding agency.	Grants Office	14-0
Award		
Approval Tree -> Grants Office initial -> Dean initial -> VP initial-> President sign -> BoT		
Receive award notification from funding agency. Note: funding agencies may send the award notification to the president or project manager. All award notifications must be forwarded to the grants office to ensure the it is processed in accordance with ECC policies.	President, Vice President and/or Project Director	
Submit forms to Vice President and President for signature one week prior to due date. Grant document(s) that do not originate from the Grants Office should not be signed.	Grants Office	
Place the award notification on the Board of Trustees consent agenda.	Grants Office	
Begin project after counsel with the Grants Office and the Accounting Office and after Board approval.	Project Director	
Grant Deliverables		
Submit quarterly, annual and final reports to the funding agency and a copy to the grants office.	Project Director	
Submit budget reports and certification of expenditures (if applicable) to the funding agency and a copy to the grants office.	Accounting Department	
Update grant navigator software with information and files.	Project Director and Grants Office	
Requests for an extension, amendment or changes in the workplan. Grants Office must be involved and receive a copy of the additional documentation.	Project Director	
Place on board agenda changes to project dates or funding amount.	Grants Office	

GRANTS PROCESS

Planning Stage

Project idea is identified

↓

Seek out a funding opportunity

↓

Funding opportunity chosen by project director

↓

Obtain Dean and VP approval to apply

↓

Application Stage

A project team is assembled to plan and write the proposal → Draft the proposal → Send final draft to Vice Presidents → The Grants Office approves and submits the grant application to the funding agency

Proposal is **Denied** → (returns to: Seek out a funding opportunity)

Proposal is **Awarded** → BOT Approval needed → **Project Management Stage** → **Begin Project!**