Development Process for Grant-Funded Projects

Step 1 — Gather Project Information

- Consider who will be involved with your project
- Outline the project's goals and objectives
- Outline an estimated cost for the project
- Decide which funding source(s) would be most appropriate

Note: If you are in the preliminary stages and need assistance with locating funding sources for your project, the Grants Office is here to help. Please complete the [Funding Search Request Form](#) instead of proceeding with steps 2-4.

Step 2 — Submit the Information to the Grants Office

To gain approval from ECC Administration to develop an application or partner on a grant application, please complete an electronic [Grant Approval Form](#). Please email the Grants Office staff if you need any clarification on any of the questions and/or need assistance with completing the form. This form is available via Formstack and a link can be found on the main ECC Grants Office webpage: http://www.elcamino.edu/about/depts/grants/.

Step 3 — Process for ECC Administration Approval

Once you have submitted all of the information requested on the electronic form, it will be routed to your area Dean and Vice President. for approval. As part of this process, once the Vice President has approved the project, it will be routed to the members of the President's Cabinet to ensure effective communication and collaboration with other departments and projects.

Step 4 — Begin Preparing your Application

After you have been notified of your Administrators' approval, you may work closely with the Grants Office to ensure your grant application is as complete and competitive as possible.

All applications are to be submitted to the funder by ECC Grants Office staff.