



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 to develop an application or partner on a grant application, please email the ECC Grants Office staff with the Project Name and Funding Source. Please include the request for application/proposal (rfa/p) if possible. The Grants Office will enter the information into ECC's GrantNavigator database and send out an electronic form for you to complete in order to obtain approval from ECC Administration.

Step 3

Process for ECC Administration Approval

Once you have submitted all of the information requested on the electronic form, the Grants Office will generate a request for electronic approval from your area's Dean and Vice President. As part of this process, the Vice President will inform 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.

Grants Development & Management Office

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