

GRANT DEVELOPMENT DECISION QUESTIONS

Use the questions in this guide to help determine whether your idea has what it takes to make the transition from concept to funded project.

1. Does the idea address needs in one or more of the following areas? (a) Faculty/students – knowledge and skill; (b) Services – availability, accessibility, effectiveness, efficiency; (c) Programs – productivity, relationships, authority, innovation.
2. Do you have statistical evidence to substantiate the needs? What anecdotal evidence do you have?
3. How does this idea match Normandale's vision and mission? Which strategic goal is it aligned with? Does it match priorities identified in the Annual Grant Development Agenda?
4. What is the project goal? What do we want to see happening in the future? What will the college and its students gain from this program? What specific goods or services will this program provide?
5. What are the objectives of this project? (Objectives are specific, time oriented, and measurable.)
6. What are the methods or strategies for achieving the goals and objectives? How will we accomplish what we propose to do?
7. What faculty and staff might work on this project? How much of their time will be spent on the project? Who will serve as the project coordinator? What other resources are needed or available?
8. Are other community colleges or organizations providing a similar program or project? If so, how is ours different? Why are we the right ones to be launching this program or project?
9. Will we be able to accomplish everything from planning to evaluation within the grant period? What's a realistic timeline?
10. How will this program or project be evaluated? How often? By whom? Will we need to pay an external evaluator? What will the evaluation do for the program? Help us adjust it? Replicate it?
11. What is the projected cost? How will the project be sustained after the grant period? Is a match required? Is it in-kind or cash? Will Normandale be responsible for continuing the project after funding expires?
13. Will we have partners or collaborators? Will they share costs?
14. Have we identified a funding source? Do we have a copy of the funding source's guidelines? How does this program or project match the funding source's goals or mission?
15. What is the competition for this funding? What are the probabilities of being funded?
16. Do we have enough staff to devote time to writing a competitive proposal? Is there time to gather data and obtain signatures?