

GUIDE to GRANT DEVELOPMENT and MANAGEMENT

Follow these steps to develop an idea into a grant proposal. Either individually or with a team, organize information and prepare for approval review. Contact the Grant Development Director early in the process for help with needs assessment and funding source identification.

1. Determine the Feasibility of Your Idea

- Use the *Grant Development Decision Questions* form to focus on what you want to accomplish and whether it's appropriate and practicable.
- Review Normandale's mission, vision, and goals.
- Obtain statistics or anecdotal evidence to substantiate the needs.
- State the goal in terms of the need.
- Define the objective.
- Think about strategies and the components that will be needed to meet the objectives: people, equipment, etc.
- Envision a timeline or work plan.
- Think about a budget.

2. Research Funding Opportunities

- Consult with the Grant Development Director or visit websites.
- Use the *Grant Source Assessment* form to review the major criteria for applications. Be sure to find out what types of measurement and reports the funding source requires. Note the deadlines for letters of intent, pre-proposals, and proposals.
- Determine why we want to approach this particular funding source with our request.
- Consider external collaborators for cash matches or in-kind funding. Even if a match isn't required, consider enlisting a business or another agency as a cost-sharing partner.

3. Request Permission to Proceed

- Consult with the appropriate department head regarding the grant concept.
- Complete a *Preliminary Grant Approval* form.
- Contact the Grant Development Director to arrange for an approval review by the Grant Development Team or the Council of Four. They will use the *Grant Development Decision Matrix* to assess the grant concept.

4. Write a Pre-proposal or Letter of Intent (if required)

- Refer to *Writing a Letter of Intent* for instructions and a sample letter.

5. Prepare to Write a Full Proposal

- Learn about the basic components of a proposal: summary, introduction of organization, problem statement or needs assessment, project objectives, project methods, evaluation, future funding, and project budget. Appendices, if allowed, may include letters of support or collaboration, brochures, and supporting data.

- Refer to *Creating a Successful Application* for suggestions on organization, research, and delegation.

6. Write the Proposal Narrative

- Obtain demographic information from the Research Office.
- Refer to *Writing and Formatting the Proposal* for suggestions on creating a clearly written narrative.

7. Develop the Budget

- Refer to *Developing a Budget* for suggestions. Use the *Budget Summary* form if the funding source doesn't supply a form.
- Refine the budget in collaboration with the Grants Accountant in Fiscal Services.

8. Contact Collaborators

- See *Obtaining Letters of Support and Commitment* for suggestions and sample letters.
- If collaborators are contributing funding or equipment, arrange for formal agreements or contracts to be signed.

9. Submit the Proposal for Final Review and Approval

Note: All grant applications must be delivered to the grant development office at least five days before the proposal due date. The Grant Development Director will obtain the President's signature and submit the proposal package to the funding source.

- Assemble all parts of the proposal into a complete package (according to funding source directions). Be sure to follow the recommended sequence.
- Include originals of any required support and commitment letters.
- Attach other forms and appendices as required and allowed.
- Perform one last proofreading and check page numbering.
- Make a copy of the completed application package and attach the *Final Review and Approval* form as a cover page.
- Give the copied package to Grant Development Director for review. The Director will either return the package if changes or additions need to be made or will route it through for approval and submission.

The Grant Development Director will

- use the *Proposal Checklist* to ensure that the proposal meets funding source guidelines and is clear and concise,
- obtain the application signature from the President, in blue ink,
- check on mailing deadlines for US Mail, FEDEX, etc.,
- make the correct number of copies, single- or double-sided, as requested,
- mail the application package,
- file the original application and documentation to show proof of timely mailing and delivery,
- distribute copies of the final proposal to appropriate staff, and
- e-mail a notice of proposal submission to the President, Vice Presidents, Dean, Executive Director of College Advancement, and Grants Accountant.

Management of the funded project is the responsibility of the Project Coordinator (also called project manager or principal investigator). This person may be the one who developed the project or may be someone assigned the responsibility for implementation.

The Project Coordinator will

- Send the original grant notification letter and/or contract to the Grant Development Director.
The Grant Development Director will then
 - make sure that forms and agreements are distributed and completed according to policy and
 - e-mail a grant award notice to the Project Coordinator, President, Vice Presidents, Dean, Executive Director of College Advancement, Grants Accountant, and Marketing Office.
- Administer the project in accordance with State, MNSCU, and Normandale regulations.
- Refer to *Managing a Funded Project* for more information.
- Supervise personnel, oversee work done, and coordinate team activities.
- Maintain data.
- Ensure compliance with funding agency requirements for expenditures, project activities, evaluation activities, and reporting.
- Plan expenditures properly.
- Submit progress and final reports to the funding agency as required in the award agreement.
- Close out and evaluate the completed project.