CHC Grant Submission Procedure

1. Project idea

2. Submit Grant Proposal Request form on Grants Office webpage*

    a. Match with Educational Master Plan*

    b. Grant available?*

3. Supervisor approval

4. Write basic concept / outline*

    a. Designate project lead

    b. Approvals from Director / Dean / VP / President*

    c. Submit to Crafton Council for review and approval*

    d. Grant Concept Approval Form to District (Vice Chancellor of Fiscal Services & Chancellor)*

5. Write / edit proposal*

    a. Communicate with Program Officer*

    b. Submit through Grants Office*

6. Get the grant

    a. Board item to accept*

    b. Reporting schedule*

    c. Grants Office needs copies of all grant applications, award notices, reports, approved revisions.

*CHC Grants Office can help