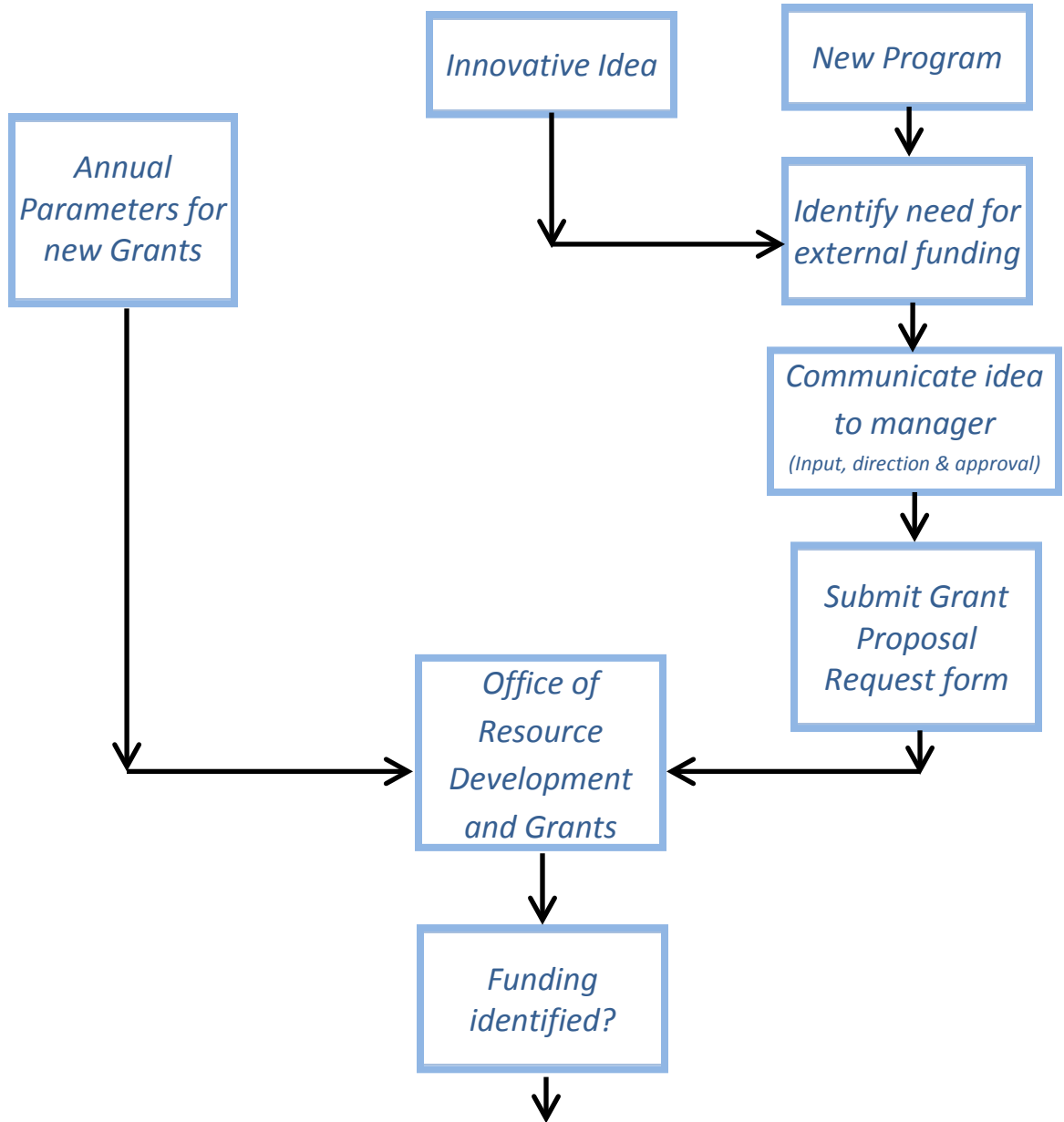
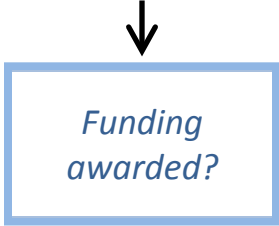


CHC Grant Submission Process



Project Lead(s)	Project Lead(s) and Director ORDG	Director ORDG
<ul style="list-style-type: none"> Communicate with Program Officer (Funding Agency contact) 	Write Basic Concept/outline, Forward with RFP for review, input and approval to: <ul style="list-style-type: none"> Director/Dean/VP/President Crafton Council <ul style="list-style-type: none"> Crafton Council may forward to other campus-based committees as necessary Write / edit proposal <ul style="list-style-type: none"> Forward Grant Proposal to Crafton Council prior to, or at time of submission 	<ul style="list-style-type: none"> Assist with writing proposal and budget Serve as lead editor Submit Grant Concept Approval form to District Submit final grant proposal



Project Lead(s)	Project Lead(s) and Director ORDG	Director
<ul style="list-style-type: none"> Comply with funder requirements Submit required reports to funding agency Provide copies to ORDG of award notices, reports, approved revisions. 	<ul style="list-style-type: none"> Prepare Budget Adjustment Communicate regularly Provide project updates as needed 	<ul style="list-style-type: none"> Submit Board item to accept the grant Provide a reporting schedule to the project lead Approve grant expenditures as part of Purchasing path