

**Innovative Idea needing funding – Check the Grant Office website for ideas, including the list of [annual priorities for grant funding.**

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#### **Discipline Specific Grant Proposals**

- 1) Project Idea (should align to one or more of the CHC Educational Master Plan Goals – but is not required)
- 2) Communicate idea to manager(s) for input, direction and approval.
- 3) Complete and Submit Proposal Request Form (located on the Grant Office Webpage).
- 4) If a matching grant is found
  - a) Write basic concept/outline
  - b) Forward with RFP for review, input and approval to:
    - i) Director/Dean/VP/President
    - ii) Crafton Council
- 5) Write/edit the proposal for the Grant
- 6) Forward to Crafton Council for review prior to, or at time of submission.
- 7) Grant awarded
  - a) Board item to accept
  - b) Reporting schedule
  - c) Provide Grants Office with copies of all grant applications, award notices, reports, approved revisions.

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#### **Cross-Discipline/Institution-wide Grant**

- 1) Grant writer finds a grant that is a potential match for annual parameters
- 2) Grant office submits grant RFP to Crafton Council for review, input, recommendations and approval
- 3) If Crafton Council approves the RFP and the requirements therein, then the writing process can begin
- 4) Forward to Crafton Council for review prior to, or at time of submission.