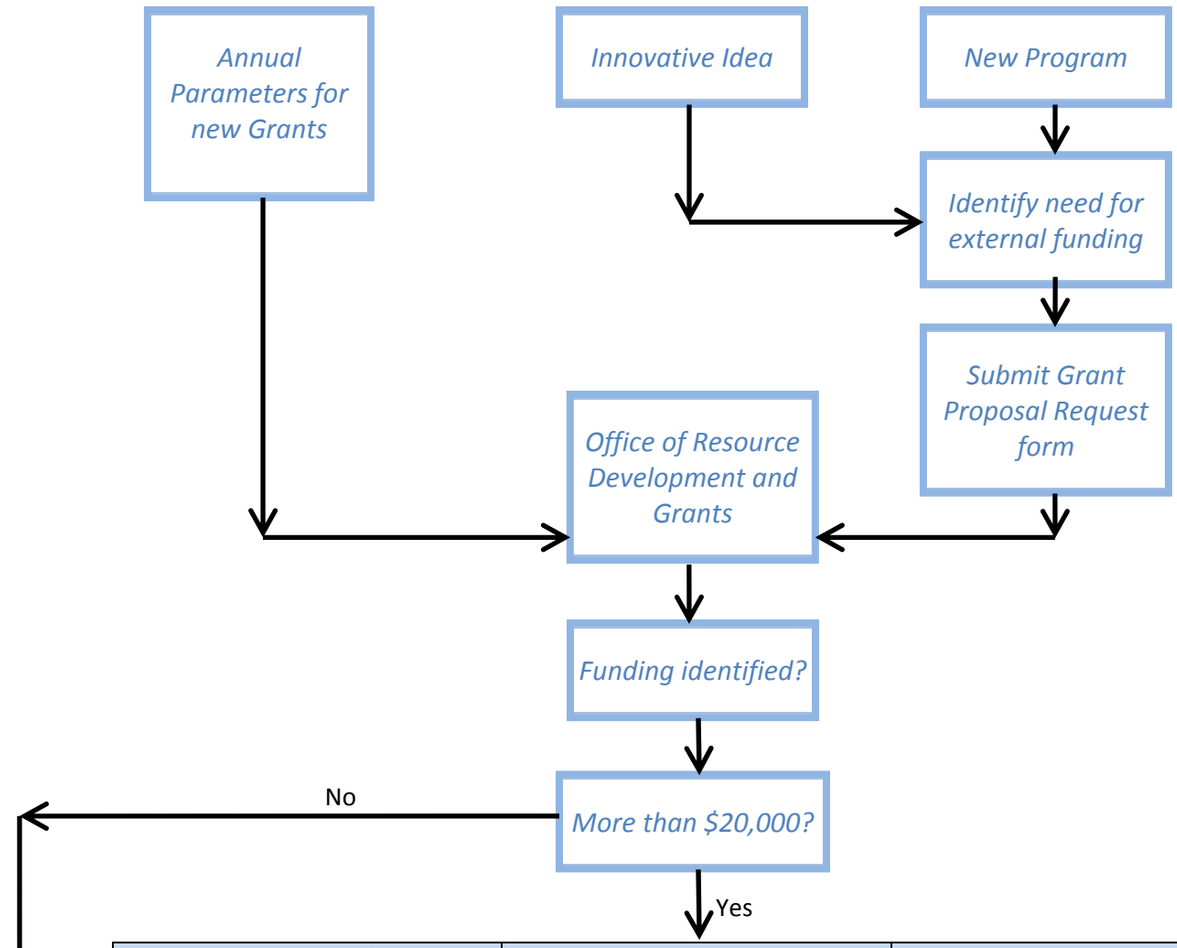
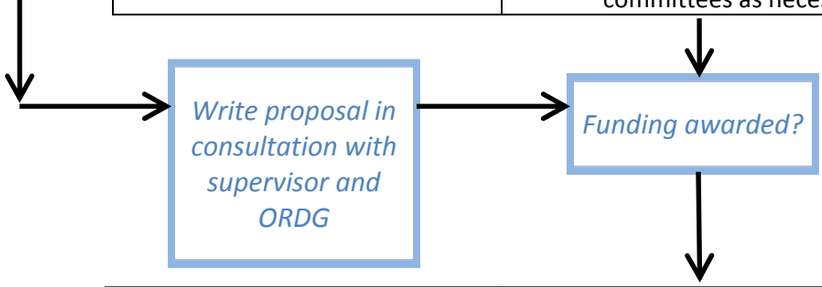
CHC Grant Submission Process



Project Lead	Both	ORDG
• Communicate with Program Officer	• Write / edit 1-page concept paper or full proposal* • Secure management approvals including President • Submit to Crafton Council o Crafton Council refer to other campus-based committees as necessary	• Assist with writing proposal and budget • Serve as lead editor • Submit Grant Concept Approval form to District • Submit final grant proposal

*Grant due date prescribes timeline and steps.



Project Lead	Both	ORDG
• Comply with funder requirements • Submit required reports to funder • Provide copies to ORDG of award notices, reports, approved revisions.	• Prepare Budget Adjustment • Communicate regularly • Provide project updates as needed	• Submit Board item to accept the grant • Provide a reporting schedule to the project lead • Approve grant expenditures as part of Purchasing path

Approved 11-26-13