



# LOS RIOS COMMUNITY COLLEGE DISTRICT

## Grant Application Process Checklist

This checklist is designed to assist you in preparing your proposal for external funding and can be used alongside the Grant Process Map and Grant Development Timeline.

The most important aspects of the process are discussion with Director of Grants Management, obtaining approval to pursue the grant, collaboration with college/District departments and meeting the funders' requirements.

Decision to Pursue	
<input type="checkbox"/>	Project aligns with college/district strategic priorities
<input type="checkbox"/>	Appropriate administrator (e.g. Dean, AVP, VP) has approved the development of the grant application – <b><i>Please follow your college's internal approval process</i></b>
<input type="checkbox"/>	Is there a team ready to collaborate on grant development?
<input type="checkbox"/>	Is there adequate time to write a high quality grant application and have it approved before the submission deadline?
<input type="checkbox"/>	Can you demonstrate (with data, research or other evidence) the need for grant funds?
<input type="checkbox"/>	If grant is through a private foundation, opportunity has been discussed with Los Rios Colleges Foundation/Director of Grants Management
<input type="checkbox"/>	College resources needed for project implementation (e.g. match funding, space, facilities, personnel, etc.) have been discussed and approved with the respective departments
<input type="checkbox"/>	If the grant requires project sustainability, is there potential for alternative funding or institutionalization?
Data and Evaluation	
<input type="checkbox"/>	Office of Planning, Research, Institutional Effectiveness has cleared student demographic or outcomes data required for the Statement of Need
<input type="checkbox"/>	Office of Planning, Research, Institutional Effectiveness has been consulted on any data sharing, data tracking, data collection and/or evaluation plans included in your application
Budget/Finance	
<input type="checkbox"/>	Budget conforms with parameters of funding source
<input type="checkbox"/>	Salary and fringe benefit rates are accurate
<input type="checkbox"/>	Indirect cost rate is included and is set at limit allowed by funder
<input type="checkbox"/>	Match funding sources are included (if required) and have been verified
<input type="checkbox"/>	Budget has been reviewed and amended (if necessary) by Fiscal Services
Application	
<input type="checkbox"/>	Application has been proof-read and edited
<input type="checkbox"/>	All required sections and attachments are complete and included
Grant Approval Process – Green Sheet	
<input type="checkbox"/>	College follows internal process for President approval to submit
<input type="checkbox"/>	Green Sheet package routed to <a href="mailto:grants@losrios.edu">grants@losrios.edu</a> 5 days before submission deadline