### IDENTIFY NEED

**Develop Project Idea**
- Identify funders whose focus area matches your project
- Search Grants.gov for Federal grants
- Search the web for local, regional, and national foundations
- Consult Grants Office

**Find Funding Sources**
- Get to know funder/goals
- Determine funding minimum/maximum
- Identify budget requirements and restrictions
- Identify necessary contacts/partners
- Re-examine whether project is a ‘good fit’

**Do We Qualify? Is It a ‘Good Fit’?**
- Consult the RFP/Announcement for requirements and restrictions
- Consult any applicable federal/state guidelines
- Consider our limitations -- Are we capable of fulfilling the requirements?
- Is the project feasible under current circumstances?
- Is there a required match -- can we meet it?

*Only proposals for the funding of activities consistent with the mission, vision and strategic plans of the College will be submitted to outside agencies.*

**Approval to Proceed**
- Seek approval from your Dean/immediate supervisor and document by completing the Grant Proposal Planning Form
- Consult Grants Office for administrative approvals
- All proposals must be submitted to the funding agency with the approval of the President.

### DEVELOP PROPOSAL

The Grants Office and the Project Lead will work together through the following steps to coordinate the development of a full proposal.

**Thoroughly Read Guidelines**
- Get to know funder/goals
- Determine funding minimum/maximum
- Identify budget requirements and restrictions
- Identify necessary contacts/partners
- Re-examine whether project is a ‘good fit’

**Contact Funders (if possible)**
- Discuss planned proposal
- Ask for assistance; draft review if possible
- Ask about decision-making process and time frame
- Any additional guidance offered

**Draft Project Narrative and Budget**
- Gather data/research
- What will be the essential elements of the project and how will those help address established needs?
- Develop project objectives, outcomes, timeline and budget
- Assign tasks (if working with team)
- Answer each question in RFP

**Review and Edit**
- Self-review
- Peer-review
- Grants Office review
- Supervisor and appropriate Vice President review
- Business Office review
- HR review (if personnel involved)
- Incorporate changes and revise as necessary

**Route for Approval and Submit**
- When complete, with appropriate approvals, Grants Office/Project Leader will submit the proposal to the funding agency.
MCCC Grant Procedures Flowchart

POST-AWARD

3 RECEIVE AWARD
When a funder decides to support a project, it may be at a different amount than what was requested or they may request changes in the proposal itself. The Grants Office/Project Leader will work with the funding agency, and the Business Office (if needed) to facilitate finalization of the award.

- Award Notification
- Contract Approval
- Establish Grant Account

- Funding agency will send notification and funding agreement/contract
- Any requested modifications will be negotiated with Project Lead and Business Office
- President will notify Marketing and other relevant stakeholders (government offices, partners, etc.)
- Grants Office/Project Leader will facilitate approval and submit to funding agency
- Business Office will establish temporary restricted accounts/funds for project use

4 EXECUTE PROJECT
Once the contract is in place, it’s time to begin the project. The Project Lead, with the assistance of other applicable offices, is responsible for the proper technical conduct of the project, compliance with the terms and conditions of the agreed-upon terms of the project, management of funds within the approved budget, and administration of the project within the agreement/contract and award guidelines.

- Start Project
- Manage Project
- Project Close-out
- Records Retention

- Project Lead will coordinate a “kick-off” meeting with the project team
- To the extent possible, timeline should stick to funded proposal
- Project Lead will work with other offices to execute grant project as designed
- Project Lead will work with Grants Office/Funding Agency to adjust for unanticipated challenges
- Project Lead will work with Grants Office et al., to submit all necessary reports and ensure compliance
- Where applicable, Project Lead will prepare funding extension/renewal in coordination with Grants Office
- Upon project completion, Project Lead will work with Business Office and Grants Office to close grant account and submit necessary final reports to funding agency
- All records and contracts pertaining to the grant should be maintained by the Project Lead and appropriate offices in accordance with guidelines and the specific requirements of the funding agency