Grants Development Process Proposal

I. Fundraising Objective
   A. Grants are aligned closely with College priorities (priorities need to be defined)
   B. Grants Development Decision-Making Matrix used to approve/disapprove bidding for grant

II. Grant Processes
   A. Grant Approval Templates
   B. Sample of funded proposals on College website
   C. Sign-up for grants notification with grant providers
   D. Proposal-Writing workshops
   E. Proposal-Writing Tips to Key Proposal Developers
   F. Built-in time buffers (relieve principal author of grant of all other responsibilities
III. Roles of Key Players within Grants Development Process

A. Project Champion
1. Project director or a principle investigator who owns the project or originated the project

B. Executive Leaders
1. Senior Staff who will prioritize and support grant
2. Approve grants ad ensure they advance the College’s mission, vision, and strategic plan

C. Financial Team
1. Helps to identify matching funds
2. Analyzes return on investment for new projects
3. Ensures fiscal accountability and stewardship
4. Calculates indirect cost rates
5. Provides post-award financial management

D. Support Team
1. Administrative support staff to facilitate communication, organize meetings, and assist with internal transmittal process and final production of proposals
2. Institutional research to provide data and information on demographics, success stories, demonstrated capabilities.

E. External Partners
1. To meet and shape project goals and to strengthen the development, implementation, and evaluation of projects, external partners must be confirmed such as:
   a) Educational institutions
   b) Nonprofits
   c) Governmental organizations
   d) Business and Industry
F. **Consultants**

1. Internal and external consultants might be needed for assistance throughout the grant development process to provide content expertise, review, and editing of proposal drafts

IV. **Roles of the Grants Development Office**

A. **Researcher**

1. Research and document a compelling need for the proposed project
2. Provide data sources such as, key targeted individuals, case studies, statistical analyses, and survey information

B. **Facilitator**

1. Communicate with individuals who will be affected by grant project
2. Establishes the agenda and grant-writing/planning meetings
3. Helps college envision and plan strategic projects
4. Balance decisions against capacity and resource realities and constraints
5. Insight on limitations that might prevent the college from meeting grant deadline

C. **Planner**

1. Responsible for developing master plan with;
   - a) *Timeline detailing each step of development process, strategies, and key partners*
   - b) *Work with Project Champion and other key players*
   - c) *Facilitates planning for entire project, including*
     - (1) Setting goals and objectives
     - (2) Activities, timeline, budget, evaluation, and management plans appropriate for project
D. **Writer and Editor**

1. Writes proposal with staff and faculty at department level
2. Formats, edits, and ensure final written document is compliant with RFP requirements
3. Include well-designed diagrams and graphics and give the document a good design

E. **Budget Developer**

1. Helps the Project Director identify the resources necessary to achieve the project objectives to:
   
a)  *Ensure the budgets are realistic*
   
b)  *Make efficient use of existing resources*
   
c)  *Make sure resources are based on standard operating procedures of the College*

F. **Evaluation Expert**

1. Helps Project Director to develop sound formative and summative evaluation methods that match the complexity of the proposed project

G. **Archivist**

1. Maintains records on proposal submissions, grant status, award amounts, and other details to document the return on investment and impact on the college
2. Archive legal requirements, maintain source documents and data sources used in proposal

H. **Cheerleader**

1. Keeps team focused and remain energized on joint goal of creating a competitive proposal

I. **Finisher**

1. Secures signature, packages proposal for electronic and/or hard copy submission, and sends before deadline
### Appendix A – GRANTS DEVELOPMENT DECISION-MAKING MATRIX

<table>
<thead>
<tr>
<th>Los Angeles City College</th>
<th>Weighted Decision Criteria</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bid Factors</strong></td>
<td><strong>Neutral</strong></td>
<td><strong>Positive</strong></td>
</tr>
<tr>
<td><strong>Negative</strong></td>
<td><strong>Neutral</strong></td>
<td><strong>Positive</strong></td>
</tr>
<tr>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>1. Fits with College Mission, Strategic Plan, Research findings</td>
<td>Does not align with the College mission and plan</td>
<td>Marginally aligns with College mission and plan</td>
</tr>
<tr>
<td>2. Background (expertise of College in project area)</td>
<td>Weak in area or totally new area to College, or College lacks capacity.</td>
<td>College possesses average experience in this area.</td>
</tr>
<tr>
<td>3. Financial Potential (return on investment)</td>
<td>Poor short-term, poor long-term, like to cost College</td>
<td>Questionable long-term, questionable short-term</td>
</tr>
<tr>
<td>4. Team Members (College’s partners and major subcontractors)</td>
<td>Partners and subcontractors dilute/weaken effort</td>
<td>Partners and subcontractors have no major effect on project</td>
</tr>
<tr>
<td>5. Advance Information on RFP</td>
<td>Did not expect RFP, unprepared</td>
<td>Generally up-to-date with RFP no major negatives</td>
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<tr>
<td>6. Competitive Assessment (adequate information to respond)</td>
<td>Competition is very strong, odds are under 10%</td>
<td>Open competition, odds are 10-50%</td>
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<tr>
<td>7. Capability to Effectively Respond</td>
<td>Do not have staff/time to adequately respond</td>
<td>Stresses staff time, but are able to staff</td>
</tr>
<tr>
<td>8. Funding Agency Contact, History, Rapport</td>
<td>College is unknown to this agency and staff</td>
<td>College is known to agency and staff</td>
</tr>
<tr>
<td>9. College Resources</td>
<td>Requires significant investment of college resources</td>
<td>Requires marginal investment of college resources</td>
</tr>
</tbody>
</table>

**Total Score (sum of scores for each factor evaluated)**