Grants Basic Training:
Grant Development & Administration

Presented by Saddleback College
Office of Planning, Research & Grants

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Agenda

**Grant Development**
- Project Ideation
- Responsibilities
- Proposal Development Fundamentals
- Processes, Policies & Procedures

**Grant Administration**
- Grant Stewardship
- Project Life Cycle
- Attributes of a Project Manager
- Keys to Project Success
Grant Development:

Ideation

“I have a program/project/idea and I’d like to receive grant funding to support it.”

Examples: Program expansion, new program, partnership or collaboration, support for existing program, or a completely new approach to a problem.

What do I do?

…Contact the Grants Office!
Grants Office Responsibilities

• The Grants Office is a resource here for you!
• We are responsible for:
  – Research, Preparation, Submission & Oversight
• We can help you with:
  – Searching for available funding opportunities
  – Assessing fit between your program & potential funders
  – Reviewing & editing grant applications
  – Administration & oversight once funded
Your Responsibilities

• As a Project Director or Principal Investigator, you will be responsible for:
  – Adhering to College and District policies and procedures regarding grants, as outlined in the Grants Manual
  – Working with your Grants Analyst to prepare & submit grant applications
  – Operational & administrative oversight of your funded grant
  – Reporting and communication with your funder
Grant Development

• The Grants Manual is a resource for you!

• The manual is designed to answer questions and provide an outline for policies & procedures affecting the grants process

• Find it on the Grants Office Website: http://www.saddleback.edu/oprg/grantsoffice.html
Grant Terminology Defined

- LOI
- RFP/RFA
- FOA/NOFA
- LEA/SEA
- Capacity Building
- Capital Grants
- Sustainability
- Cost-Sharing/Match
- Dissemination
- Leverage
- Prospect
- Stewardship
- In-Kind
- Milestones
- Stakeholders
- PI or PD
- Subgrant/Subaward
- Replicability
- Grantee vs. Grantor
Grant Development

• Involve the Grants Office *early*

• The grant development process should be Planned and Strategic
  – Know your funding need
  – Program should be operational or fully planned
  – Know the funder
Proposal Development Fundamentals

- **Know your program**
  - What $ amount is needed?
  - What are the plans for sustainability?
  - Do you have the expertise? What staff training or new personnel will be necessary?
  - What is the evaluation plan?
  - What are your goals & expected outcomes?
  - Where does the program fit in the market?
  - Can you prove your program is necessary and will not replicate services?
  - Does your program further the funder’s mission?
Proposal Development Fundamentals

• Keep the funder in mind
  – There is no one-size-fits-all proposal
  – Don’t assume the funder understands…
  – Use all materials the funder makes available & research obtained by the Grants Office
  – Make the connection between your program and the funder’s mission
  – Follow [ALL] instructions
Proposal Development Fundamentals

• Good writing is key…
  – Keep it simple, clear, and brief
  – Avoid use of jargon, acronyms, or language that assumes the funder knows your field or program
  – One writer, multiple editors
  – Reflect mission, vision, strategic direction of both funder and program/institution seeking funding
  – Be authentic
Proposal Development Fundamentals

• …however, good writing alone won’t get you funded!
  – Other factors influencing the decision:
    • Project design
    • Applicability to funder or grant program
    • Community need
    • Potential/proven impact
    • Work plan, scope of work, goals & objectives
    • Sustainability
    • Collaboration
    • Relationships
Grants Processes

- Saddleback College and SOCCCD require that all grants adhere to specific policies and procedures
- These apply to the preparation, submission, acceptance and oversight of all grant funded programs/projects
- All relevant information pertaining to policies, procedures & processes is outlined in the Grants Office’s Grants Manual
Grant Administration

• Grant Stewardship is key
  – 3C’s of good stewardship:
    • Cultivate
    • Communicate
    • Celebrate

• Rule of Thanks

• Thank in every case
Grant Administration

• Stewardship means being a good grantee...
  – Read the award notice carefully: understand your responsibilities to the funder as well as the College & District
  – List all deliverables, goals/objectives
  – Clarify staff responsibilities
  – Check on progress regularly (quarterly at minimum) with your Grants Analyst
  – Develop a stewardship plan for your grant
Grant Administration: Project Life Cycle

- Initiate
- Plan
- Execute
- Monitor & Control
- Close
Grant Administration:
Project Life Cycle

• Initiation
  – Starting point
• Planning
  – Breakdown work
• Execute
  – Perform the project
• Monitoring & Controlling
  – Monitor progress
  – Identify and correct issues
  – Ensure project is on course
• Close
  – Formally acknowledge outcomes
  – Transition to institutional activity (*if appropriate*)
  – End project in an orderly manner
Grant Administration:
Attributes of a good PD/PI

• Good “people skills”
• Good with details & organization
• Commitment to the project
• Ability to cope with ambiguity, setbacks and disappointments
• Aware of organizational goals & strategic plan
• Results-oriented
• Cost conscious
• Good negotiation skills
• Competent in subject area
• Able to resolve conflict
• Good communicator
Grant Administration: 
Keys to Project Success

• Project Director or Principal Investigator with a commitment to the project who possesses appropriate skill sets
• Well-defined requirements, goals, outcomes, and project milestones
• Realistic timeframes
• Support from appropriate areas (i.e. administrative, management)
Questions?

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