



# Santa Fe College Rules Manual

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| Title:          | <b>Office for Development</b> | <b>Procedure 2.3P</b> |
| Based on        | Rule 2.3                      |                       |
| Effective Date: | September 11, 2012            |                       |

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## Submission of a Grant Proposal

There are many federal, state, and local governmental resources and some private funding sources available to the College for financing specific projects. The following procedures apply to the preparation and transmittal of such project proposals.

- A. Faculty/staff member(s) identify a need.
- B. Obtain a grant/contract transmittal form and grant/contract budget form from the Office for Development.
- C. Concurrently, develop a 3 to 4 page prospectus while completing part I of the transmittal form.
- D. Involve, as appropriate, program director, department chair, dean, associate vice president, vice president, provost and Office for Development in discussions of an informal nature concerning proposal.
- E. After completion of part I of transmittal form, budget form, and prospectus, discuss the project with the program director, department chair, dean, associate vice president, vice president and/or provost to involve their thinking and receive tentative approval.
- F. Submit the grant/contract transmittal and budget forms and a copy of the prospectus to the Office for Development for review and processing. The Office for Development will be responsible for parts II and III of the transmittal form.
- G. After completion of part I of the transmittal form, the budget form, and prospectus, and upon receiving tentative approval from the appropriate vice president and/or dean, the initiator should commence the final draft of the proposal. Discussions with the Office for Development can be helpful in regard to purposes, guidelines, and technical aspects (number of pages, format, data, deadline dates, and other requirements).

- H. Final draft of proposal will be prepared in sufficient copies for transmittal to the vice president/dean, the Office for Development, the appropriate dean and/or program director, and other faculty involved
- I. The Office for Development assumes the responsibility for reviewing submission copies of the proposal and for forwarding them to the appropriate funding agency.
- J. All grants funded are approved by the Board of Trustees.

The time involved in submitting a grant or project for successful funding from the actual time of conception of the idea to actual submission may require two to twelve months depending upon scope of project.

For information and assistance regarding these procedures, persons should contact the staff of the Office for Development.

### Special Projects

The Office for Development undertakes the management of special projects in addition to normal externally funded projects. The Spring Arts Festival and the Bradford Fest are examples of such projects. The uniqueness of such projects necessitates that each be given individual attention and consideration. Approval of special projects is the responsibility of the Vice President for Development.

Proposals for unique or special projects should be prepared in a format similar to that used for external funding sources (composed of a prospectus). Proposals for special projects should be submitted to the Office for Development prior to the development of the project or prospectus.