SAN DIEGO
COMMUNITY COLLEGE
DISTRICT

City College • Mesa College • Miramar College
College of Continuing Education

Guide to Pursuing External Funding

Grant Process, Resources, and Submission Tutorial

Educational Support Services (ESS)
rev. February 2022

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Goals of the Tutorial

- Review needs prior to beginning the grant proposal

- Overview of the grant process

- Understand the role of Educational Support Services (ESS)

- Locate and use existing resources

Why Apply for a Grant?

- Grants can provide valuable resources for SDCCD to carry out projects, provide services, build infrastructure, perform academic research, or provide services

- Grant funds do not have to be paid back to the granting agency

- Receiving a grant can be prestigious and give an organization credibility and public exposure

- Winning a grant can make it easier to raise money from other government and private sources

- There is no annual limit to the number of grants an organization can apply for

Where to Start?

To begin the proposal process, review the following questions.

Answering **YES** to all six questions is necessary before you begin writing a proposal.

Question 1

☑ **Do you have a Request for Proposal (RFP)?**

Notifications of funding become available through various funding streams on a regular basis. Requests for Proposals can be found on the grantors' websites, mailing list, newsletters, and may be mentioned on social media. You can utilize google to identify grants and search grant websites such as grants.gov, annenberg.org, etc.

Question 2

☑ **Is there a need for your proposed program?**

The *need* for the project must be clear to a funder.

Projects must fit into the overall strategic plan and priorities of your individual department and campus.

It is important that you are not recreating the wheel. If another department, college or institution is already doing what you propose, collaboration may be your best solution.

Question 3

☑ **Do you have Administrator buy-in?**

Speak with your Chair/Dean/VP/President about the intent to apply.

Because staffing resources are limited, Educational Support Services can only assist programs and projects that are supported by the leadership of the college. (Approval by College administration will be required before Educational Support Services can begin work on projects.)

Your administrator can assist you in adhering to your campus grant process. Without administrator support, project(s) will not receive priority in terms of leveraging additional funds.

Question 4

☑ **Do you have a Project Director?**

It is crucial that the Project Director is highly involved in the proposal development process.

Ideally, the Project Director will be the grant writer. If that is not possible, the Project Director should work closely with the grant writer.

The Project Director will have a vested interest in seeing the project through and knows the project better than the best of grant writers.

The Project Director's knowledge will make the proposal much more competitive.

Question 5

☑ **Do you know who is writing the proposal?**

If you determine that you do not have the time or the resources to devote to developing the proposal, it is recommended you do not pursue the funding opportunity.

Question 6

☑ **Is this RFP a good fit?**

   ☑ Can you complete the proposal in the required timeframe?
   ☑ Can you serve the target population?
   ☑ Can you implement the required activities?
   ☑ Can you meet the required outcomes?
   ☑ Does the scope of your project align with the scope of the RFP?
   ☑ Is your institution eligible to apply?

If you answered yes to all six questions, the RFP should be a good fit and you are ready to begin the grant development and submission process.

Grant Process Overview

Planning

- Review the RFP
- Complete Grant Intake Form and Contact ESS
- Create a Timeline
- Conduct Partner's Meeting

Development

- Create a program design outline
- Create a draft budget
- Write proposal
- Work with campus business office
- Familiarize yourself with the submission portal
- Obtain letters of support
- Obtain Resumes/CVs Staff
- Gather other required documentation

Review

- Check for RFP changes
- Review proposal against RFP requirements
  - Formatting
  - Verify budget is calculated
  - Ensure a clear narrative to meets RFP goals

Submission

- Obtain signatures
- Submit proposal
- Track application progress
- If funded, complete Board Docket

Review the RFP

Identify and Highlight Details and Requirements:

- Formatting (i.e. spacing, margins, font, page limitation)

- Submission deadline date and time

- Submission type (grants.gov, e-grants.ed.gov, email, etc.)

  - E-grants.ed.gov: The U.S. Department of Education uses their own online submission process. Register with DOE in order to access the online submission tool.

  - FastLane: The National Science Foundation (NSF) may require a proposal to be submitted via FastLane. Applicants will need to register to apply.

- Budget details (i.e., Indirect costs, equipment limitations, match requirements)

- Outcomes, Partners, and Documentation Requirements

Collaboration

- An easy way to decrease your chances of receiving an award is if there are multiple grant applications from the same organization.

- When colleges or faculty are interested in applying for the same funding opportunity, the best course of action might be to collaborate on one grant.

- Connect with your college foundation

ESS Support

ESS can:

- Establish a Grants.gov workspace on your behalf
- Add personnel who have an existing Grants.gov login to the workspace
- Input the proposal forms and upload finalized attachments to the workspace on your behalf
- Submit finalized proposals on Grants.gov (administrator role)

Create a Timeline

A timeline will help you manage your time ensure you have enough time to pull all of the pieces together:

- Create internal deadlines
- Call out required actions
- Assign tasks to team members

Conduct Partners Meeting

Some grant solicitations require collaboration with external partners. Meetings with external partners can provide for:

- A different perspective
- Partnership building
- Community buy-in

Example

Potential Delays

- Issues that have caused a delay in previous submissions:
  - Application needed to be submitted by a non-profit organization, not an Institution of Higher Education
  - RFP instructions were not followed
  - Application was not completed properly or in full
  - Formatting needed correction to comply with RFP instructions
  - Principal investigator/ key players did not register for all required submission sites

Grants.gov

Since grants.gov registration is a cumbersome process and could take several weeks to receive approval, ESS is registered to submit the proposal on behalf of the college(s).

Online Submission Process:

- Download the application package from grants.gov
- Complete the Grant Intake Form and contact ESS with your request for assistance
  - Send ESS the completed application package on the date requested
  - Be prepared to respond to inquiries within 1 business day

SDCCD Foundations

- ESS does not have the authorization to submit proposals where the legal applicant is:

  - San Diego City College Foundation
  - San Diego Mesa College Foundation
  - San Diego Miramar College Foundation
  - San Diego College of Continuing Education Foundation

- Reach out to your campus foundation to ensure they are prepared to assist you in your submission.

Create a Program Outline

A program outline is also known as a program description or workplan where you will describe the details of your program.

- For evaluation purposes, the rubric lists the value of each section of the proposal

- The rubric will determine how much time to spend on each section based on their value

- Review the example rubrics on the following page

Example Rubrics

In these examples, time and effort should be focused on the Project Design/Workplan section

Federal Grant	Points
Needs Statement	10
Significance	10
Project Design	**30**
Personnel	15
Budget	20
Project Evaluation	15
Total	100

State Grant	Points
Needs Statement	15
Response to Need	25
Workplan	**30**
Management Plan	15
Budget	15
Total	100

*California Community College Chancellor's Office, CTE, Economic and Workforce Development: "Phase II Allied Health Program Expansion"

*Department of Education: "Centers for Excellence for Veteran Student Success"

Match Requirement

What is match?

- A match (cost-sharing), is additional funding from other sources.

- It helps the funding agency gauge the interest, commitment, and strength of the applicant and its proposal.

- A match may be cash or services-in-kind, such as personnel (salaries, wages, benefits), equipment, facilities, or other grants:

If there is a match requirement:

- Discuss your match options with your administrator before you begin your budget

- Check your RFP to ensure that the match is compliant with the grant, and that match items are not listed in your grant budget

Create a Draft Budget

It is recommended the budget be created first which will make it easier to write the project design and align activities with the budget.

Work with your business office:

- What are your needs based on your program design?
- Assess personnel needs and needs from other departments (e.g., Business Services)
- Consider multi-year funding needs
- Determine personnel and correct indirect costs
- Receive assistance and approval on contract language and budget worksheets

Account for budget limitations

- Is there a match requirement?
- Is there an indirect cost requirement?
- Do object codes have spending caps (i.e., equipment)?

Indirect Costs

What are indirect costs?

- Indirect costs pay for activities that benefit the entire District. It is also known as overhead.

  Examples:
  - Facilities
  - Utility charges
  - Telephone charges
  - Administrative services
  - Maintenance personnel

Budget Approval

Your campus business office must review all grant budget documents before they are submitted.

If you are submitting a Districtwide grant application, District Business Services will need to review all grant budget documents.

Your Business Office will ensure the following are correct:

- Personnel costs
- Indirect costs
- Budget worksheets

Write Proposal

It is recommended to use the Backwards Model.

- Begin with the Outcomes and Budget – knowing what your project is going to accomplish and how you will spend your money will help you build a strong project design

- Tackle your project design early to ensure quality

- The needs statement will practically write itself once the program design is complete

Review the rubric to show you which sections are more important.

Obtain Letter(s) of Support / Commitment

To ensure a quick turnaround, write or create a template for your industry, community, and educational partners to complete

Partners can tweak the letter to fit their organization and include their letterhead before they sign it

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UC San Diego
ARTS AND HUMANITIES

SAN DIEGO COMMUNITY COLLEGE DISTRICT

Sample

August 6, 2021

William F. L. Moses
Managing Director, Education
The Kresge Foundation
3215 W. Big Beaver Road
Troy, MI 48084

RE: San Diego Community College District, RFP #R-2108-291173
      The Kresge Foundation
      CoPro2.0 Shaping Equitable and Sustainable College Promise Programs

Dear Director Moses:

As the Strategic Program Manager for Division of Arts and Humanities at UC San Diego, and as the Acting Dean of Educational Support Services at the San Diego Community College District, we collaborate on a phenomenal transfer support program for diverse community college students. As project partners, working to sustain and expand our Preparing Accomplished Transfers to the Humanities (PATH) program to increase the diversity of transfers to UC San Diego, we wholeheartedly support the SDCCD's College Promise Programs for a grant from The Kresge Foundation.

We are grateful for this opportunity and your consideration of our application for the CoPro2.0 Shaping Equitable and Sustainable College Promise Programs. The San Diego Community College District is well suited to expand a system of coordinated support to advance social and economic mobility of Black community college students and, hopefully, their larger communities. This pipeline will serve as a catalyst for community colleges to develop stronger ties to a premier research university committed to equity.

This grant will help UC San Diego/SDCCD PATH strengthen its relationships with underserved, low-income, and racially diverse community members. Students will be engaged through a virtual transfer support portal connecting them directly to counselors and support staff at both institutions, will be working with industry and community partners, and be prepared to successfully transfer and pursue fulfilling and financially stable careers.

Please consider our signatures as an endorsement in support. We will be diligent and intentional in the implementation of the grant.

Respectfully,

Roxann Bedia
Digitally signed by Roxann Bedia
Date: 2021.08.06 12:01:10 -07'00'

Roxann Bedia
Strategic Program Manager
Division of Arts and Humanities
UC San Diego
sbedia@ucsd.edu

Dr. Krystal Henderson
Acting Dean
Educational Support Services
San Diego Community College District
khenderson@sdccd.edu

Documentation

- Gather documentation or information that may be requested by the funding agency. Documentation may include:

  - District Nondiscrimination Policy
  - Administration Organization Chart
  - Indirect Cost Rate
  - District Audits or Budgets
  - Congressional Districts
  - Zip Codes Served

Final Review

Have someone who did not write the proposal complete a thorough review.

Review RFP again:

- Have you covered all the requirements for RFP?
- Have RFP instructions been followed?
- Check again for any RFP changes by the agency
  - See the following example
- Is the formatting correct?
  - See the following examples of why some grant proposals were disqualified.

RFP Changes

Be aware: Funding agencies may change RFP terms at their discretion. One example:

RFP Stated:

> phase of the project within the timeframe of the grant; 2) include feasible and reasonable timeframes for accomplishing all procurement and other necessary grant start-up strategies immediately following the **anticipated grant start date**; and 3) explain how the costs in the proposed project work plan align with the proposed budget, specifically the budget narrative, and are justified as adequate, cost-effective, and reasonable for the resources requested.

Reader Announcement Released by Email May 12:

> **DOL/ETA Seeks Qualified Panel Reviews**
> **Trade Adjustment Assistance Community College and Career Training (TAACCCT)**
>
> **Panelist Outreach:**
> ETA is seeking a pool of education and training professionals that includes individuals with experience in providing or administering fully online or technology-enabled programs, individuals who have knowledge of or experience with evidence-based learning, and individuals with reasonable knowledge in both areas to help evaluate these applications.
>
> **This review process is expected to take place in July-August.**

Note: The delay was not announced on DOL website

Disqualification Examples

Grant funding opportunities are competitive.

Granting agencies are often inundated with a large number of grant applications and can only make a limited number of awards. Agencies have developed strategies to reduce the number of proposals they need to read.

US Department of Labor awards $125 million in final round of Community-Based Job Training Grants

WASHINGTON — The U.S. Department of Labor today awarded $125 million in grants to 41 community colleges and organizations. This round is the fifth and final of Community-Based Job Training Grant awards. Awardees were chosen from among 323 applications received in response to a competition first announced on March 15. Of the full amount, nearly $74 million is dedicated to applicants that have never received a Community-Based Job Training Grant.

Missed deadlines, lack of focus on RFP goals, and incorrect formatting are all reasons proposals are disqualified.
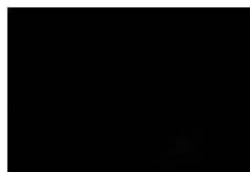
Incorrect Formatting

To reduce the number of proposals to review, federal agencies disqualify applications in the pre-screening phase if they do not conform to the requirements such as the ones in the template to the right.

UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF POSTSECONDARY EDUCATION

Disqualified!

We have completed the screening of applications submitted to the ▇▇▇▇▇ competition. This is to notify you that your application (P116G100238) will not be reviewed for the following reason(s):

__ Ineligible: Failed to conform to formatting requirements
  __ Exceeded 1" margins
  __ Project Design and Management Plan exceeded 15-page limit
  __ Text of Project Design and Management Plan not double-spaced. (Only permitted exceptions are titles, headings, footnotes, quotations, references, and captions, as well as text in charts, tables, figures, and graphs.)
  __ Font size less than 12 point
  __ Font type other than Times New Roman, Courier, Courier New, or Arial

__ Ineligible Applicant: Not an institution of higher education

COMMENTS:

Sincerely,

Cassandra Courtney, Ph.D.

Fund for the Improvement of Postsecondary Education

1990 K STREET, N.W., WASHINGTON, D.C. 20006
www.ed.gov

Our mission is to ensure equal access to education and to promote educational excellence throughout the nation.

Incorrect Formatting

The text under the Program Design (Narrative) needed to be doubled spaced.

Disqualified!

data to track our █████████ access, success, & retention more effectively. With this improvement, the program can identify different needs & develop & integrate more purposeful interventions. Student assessments from different events show that the objectives for each intervention are obtained by the evident increase of knowledge, skills, & dispositions of student ████████ after each event. These assessments are continually utilized to develop the █████████ program.   As the alignment of challenges & interventions shows, the program can support █████████ in even more ways. With the continuing support of the █████████ additional support from the █████████████████ will develop more plans & reach more goals to support our █████████ to ensure their successful transition at ████████ █████████

PROGRAM NARRATIVE

How will █████████ coordinate services to address the *academic* needs of █████████?

Academic interventions:
- Develop, implement, & facilitate college success workshops (i.e. study skills, time management skills, reading skills, note-taking skills, transfer information, █████████ college transition, majors & careers, associate degrees, certificates, etc.)
- Encourage participation & support from the academic community to improve classroom experience
- Collaborate with The PLACe (campus tutoring center) as classroom support by providing additional tutoring
- Provide study space in the █████████
- Provide one-on-one & group tutoring (in-person & online)
- Serve as an advocate of █████████ on classroom issues by increasing awareness on classroom experience
- Create, implement, & maintain a peer tutoring program
- Recognize & celebrate █████████ academic achievements (graduation, scholarships, transfer, etc.)
- Collaborate with Transfer Center & four-year universities on facilitating college fairs & campus visits
- Provide online academic resources (i.e. academic/college guides & requirements, study tips, etc.)
- Create & implement Math & English refresher prep courses
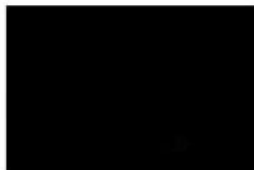
6

Incorrect Formatting

RFP stated:

"Double space all text in the application narrative, except titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures and graphs."

Disqualified!

UNITED STATES DEPARTMENT OF EDUCATION

OFFICE OF POSTSECONDARY EDUCATION

We have completed the screening of applications submitted to the [redacted] competition. This is to notify you that your application (P116G100238) will not be reviewed for the following reason(s):

X Ineligible: Failed to conform to formatting requirements
   __ Exceeded 1" margins
   __ Project Design and Management Plan exceeded 15-page limit
   x_ Text of Project Design and Management Plan not double-spaced. (Only permitted exceptions are titles, headings, footnotes, quotations, references, and captions, as well as text in charts, tables, figures, and graphs.)
   __ Font size less than 12 point
   __ Font type other than Times New Roman, Courier, Courier New, or Arial

__ Ineligible Applicant: Not an institution of higher education

COMMENTS:

Beginning on page 6 of the application, bullets are not double-spaced.   Single spacing is only allowed as noted above.

Sincerely,

Cassandra Courtney, Ph.D.

Fund for the Improvement of Postsecondary Education

1990 K STREET, N.W., WASHINGTON, D.C. 20006
www.ed.gov

Our mission is to ensure equal access to education and to promote educational excellence throughout the nation.

Missed RFP Goals

Funding agencies will only award proposals that fully meet the goals of the RFP.

NATIONAL ENDOWMENT FOR THE HUMANITIES

DIVISION OF PRESERVATION AND ACCESS
1100 PENNSYLVANIA AVE., NW, ROOM 411
WASHINGTON, D.C. 20506
PH: 202.606.8570   FAX: 202.606.8639
WWW.NEH.GOV

Disqualified!

I regret to inform you that the application from ███████████ for a Sustaining Cultural Heritage Collections grant is not eligible for consideration. Significant portions of the proposed project (e.g., cataloging and digitization, Web site development, staging exhibits, conducting outreach to schools, providing college services) fall outside its scope of this grant program which focuses instead on the preventive conservation of humanities collections.

The guidelines for Sustaining Cultural Heritage Collections (see http://www.neh.gov/grants/guidelines/SCHC.html) state that "Applicants may request support for cataloging, documenting, and digitizing collections only when these activities are integral to the proposed project. If these activities constitute a major portion of the project, an applicant should seek support through Humanities Collections and Reference Resources." For more information, please consult the guidelines for Humanities Collections and Reference Resources at http://www.neh.gov/grants/guidelines/HCRR.html.

If you have any questions, please do not hesitate to e-mail or telephone the division at preservation@neh.gov or 202-606-8570.

Sincerely yours,

Ralph C. Canevali
Deputy Director

Late (missed the submission deadline)

From: McBride, Patrick [mailto:Patrick.McBride@sdcounty.ca.gov]

Subject: RFP 4923

This correspondence is to inform you that the San Diego Community College District proposal in response to RFP 4923 Cultural Competency Academy, was received after the 3:00 PM dead line and is recorded as late. Per the RFP requirements late proposals are not considered for evaluation and possible award of a contract. This is regrettable as the County encourages competition and certainly encourages your future participation in County procurements. Please contact me if you want to arrange a time to pick up your proposal, otherwise it shall be destroyed. Thank you, Pat.

Pat McBride, Procurement Contracting Officer
County of San Diego/Department of Purchasing & Contracting

Disqualified!

Submission

- **Obtain necessary signatures:** Collect the necessary signatures from your administrators. If you are submitting on grants.gov, the signatures will be submitted electronically.

- **Submit Proposal: Be sure to use any submission portal options to review and verify the proposal meets requirements.**

- **Track progress of your submission.**

- **If grant is awarded, submit a Board Docket.**

  – ESS prepares an annual *Report on Districtwide Grants Activity*. The source data for the report is obtained by reviewing Board Dockets for grants awarded which meet criteria. The report is reviewed and approved by each college Vice President of Administration prior to submission to the Board of Trustees.

  – Criteria: Competitive state, federal, regional and philanthropic funds involving a request for application or a request for proposal.

  – Examples (not to include): categorical funds from the state of California, student financial aid grants, continuous noncompetitive funds, and state allocations.

Educational Support Services
Grant Development and Submission Support:

Dr. Krystal Henderson   Carol Hilliard

Acting Dean   Administrative Assistant IV

khenderson@sdccd.edu   chilliard@sdccd.edu

(619) 388-6863   (619) 388-6578