

## Overview

The Grants Development & Special Projects Office, a division of Institutional Advancement, works in partnership with Virginia Western Community College administration, deans, faculty and classified staff to secure external funding for curricular, program-related and special projects.

## Mission

To advance Virginia Western's emerging initiatives that are aligned and consistent with the goals of the college.

## Getting Started

If you have a project idea or have identified a grant of interest, your first step is to contact the Grants Development Office.

## Getting Proposal Idea Approval

All requests for external funding must go through the Grants Development Office. A Grant Application Approval Form (GAAF) must be completed, with pertinent signatures included, and sent to the Grants Development Office for review prior to application filing. This form is available on the Grants Development web page at [viriniawestern.edu/grants/](http://viriniawestern.edu/grants/).

Remember that a grant proposal, when accepted, is a legally binding contract. Please work with the Grants Development Office to ensure that Virginia Western isn't compromised unknowingly.

An equal opportunity /  
affirmative action institution  
TDD: (540) 857-6351

**DO YOU HAVE AN INNOVATIVE IDEA?**

**WANT TO EXPAND OR INITIATE A NEW PROGRAM?**

**NEED EQUIPMENT FOR STUDENTS?**

**WE CAN HELP YOU FIND FUNDING.**

There are external sources available to support Virginia Western's work! Grants are an *excellent* source of funding. The Grants Web Page provides information on funding announcements and sources, Institutional forms and policies, and proposal writing and formatting tips.

## HOW WE CAN HELP YOU

Specifically, the staff of the Grants Development & Special Projects Office:

- Meets with faculty and staff to learn about their project interests and funding needs
- Notifies individuals of grant opportunities pertinent to specific areas of interest
- Maintains a library of resource materials for locating funding and preparing proposals
- Assists faculty and staff in the preparation of applications by acting as liaison with funding agencies, providing editorial and budget assistance, and reviewing for compliance with agency regulations and guidelines
- Offers faculty workshops on proposal writing, to include budget-relevant information and funding opportunities
- Provides information for both public and private funding agencies

## QUESTIONS? CONTACT:



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**Virginia Western  
Community College**

Institutional Advancement  
Office of Grants Development  
& Special Projects

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[viriniawestern.edu/grants/](http://viriniawestern.edu/grants/)

# VIRGINIA WESTERN

WE'LL TAKE YOU **THERE** 