Grants Development Handbook

An easy-to-use information resource for Virginia Western Community College Administrators, Faculty, and Staff

August 2015 Edition
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>1</td>
</tr>
<tr>
<td>Support Services Provided by the Grants Office</td>
<td>1</td>
</tr>
<tr>
<td>General Guidelines</td>
<td>1</td>
</tr>
<tr>
<td>Technical Assistance</td>
<td>2</td>
</tr>
<tr>
<td><strong>1.0 Grant Development</strong></td>
<td>3</td>
</tr>
<tr>
<td>1.1 Identification of Funding Sources</td>
<td>3</td>
</tr>
<tr>
<td>1.2 Initiation of Project Idea</td>
<td>3</td>
</tr>
<tr>
<td>1.3 Drafting the Grant Narrative</td>
<td>4</td>
</tr>
<tr>
<td>1.4 Preparing the Grant Budget</td>
<td>6</td>
</tr>
<tr>
<td>1.5 Process for Routing and Handling Internal Proposals</td>
<td>8</td>
</tr>
<tr>
<td>1.6 Internal Review Process</td>
<td>8</td>
</tr>
<tr>
<td>1.7 Institutional Sign-off on Grant Proposals</td>
<td>9</td>
</tr>
<tr>
<td>1.8 Follow-up on Proposal Submissions</td>
<td>9</td>
</tr>
<tr>
<td>1.9 Notification of Awards/Rejections</td>
<td>9</td>
</tr>
<tr>
<td><strong>2.0 Frequently Asked Questions</strong></td>
<td>10</td>
</tr>
<tr>
<td><strong>Appendix: Quick References &amp; Forms</strong></td>
<td></td>
</tr>
<tr>
<td>Grant Application Approval Form</td>
<td>A</td>
</tr>
<tr>
<td>Funding Sources &amp; Links</td>
<td>B</td>
</tr>
<tr>
<td>Grant Opportunities for Faculty</td>
<td>C</td>
</tr>
<tr>
<td>Checklist for Developing a Grant Proposal</td>
<td>D</td>
</tr>
<tr>
<td>Tips for Writing &amp; Submitting Grant Proposals</td>
<td>E</td>
</tr>
</tbody>
</table>

The Grants Development Office of Virginia Western Community College would like to acknowledge Queensborough Community College (New York, NY) for its assistance in the development of the *Grants Development Handbook*.  

ii
WELCOME

The Grants Development and Special Projects Office (GDO), 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.

It is the Mission of the GDO to advance Virginia Western Community College's emerging initiatives that are aligned and consistent with the goals of the college. Funded projects must be consistent with Southern Association of Colleges and Schools Commission on Colleges criteria and adhere to relevant commonwealth policies and procedures, which include but are not limited to the Virginia Community College System, Virginia Western Community College and the State Council of Higher Education for Virginia.

SUPPORT SERVICES PROVIDED BY THE GRANTS OFFICE

The office serves faculty, classified staff, and the college by:

- Disseminates funding opportunities/tailored database searches
- Reviews funding guidelines for regulatory compliance and interprets grant guidelines and federal/state regulations
- Assists with proposal and budget development
- Assists with grant application forms
- Submits proposals (electronic and hardcopy)
- Reviews all grant contracts and awards with the College which involve grant projects
- Serves as liaison to funding agencies and sponsors
- Processes prior approval request, such as no-cost extensions and budget revisions
- Assists with post-award issues and project closeout
- Provides training, outreach and reporting

GENERAL GUIDELINES

The guidelines in this handbook outline the steps necessary for developing and submitting grant proposals. The GDO is the College’s centralized entity for coordinating the submission, processing and reporting of all College grants and contracts. Even if Virginia Western is a partner or involved in a consortium planning to develop and submit a proposal for funding, these steps are required. The President and Vice Presidents are the only individuals authorized to submit grant proposals for the college.

All external proposals must be reviewed and signed by the GDO. These include proposals submitted to the following entities:

- Federal, State and Local Government
- Foundations and Organizations
TECHNICAL ASSISTANCE

The GDO provides technical assistance to members of the faculty, staff and administration in obtaining grant funding for projects that further the mission and goals of the College. This technical assistance includes the following:

Pre-Award Services:

- Conceptual proposal development
- Identification of potential funding sources
- Reviewing eligibility and funding guidelines
- Providing information and technical assistance with respect to fiscal administration of grants
- Providing samples of funded proposals, when available
- Drafting of institutional narrative section(s)
- Helping establish timelines for hiring staff and purchasing services, supplies and/or equipment
- Aiding in the creation of job descriptions that are in line with funding guidelines
- Developing line item budgets
- Identifying matching cost requirements/options
- Including indirect and released time costs into the budget
- Organizing and formatting the proposal
- Obtaining institutional approval/signatures
- Assisting with electronic and/or hard copy submission

Post-Award Services:

- Providing Principal Investigators/Grant Project Directors with an orientation
- Coordinating submissions of budget and program modifications
- Reviewing the schedule of budget expenditures on a quarterly basis
- Consulting with Principal Investigators/Grant Project Directors and their department chairs or supervisors to prevent problems
- Assisting with interim and final program and budget reports

For additional information concerning Post-Award Services see the “Grants Management Handbook” on the VW Connect website (see Institutional Advancement, Grants Development & Special Projects, Grants Management Handbook).

Providing services to the college community on both a pre and post-award basis, the GDO within Institutional Advancement serves as the ombudsman for grant applications and grant management including interfacing with funding sources.
1.0 GRANT DEVELOPMENT

The Grant Development Handbook is designed to help you through each step of the proposal process. Each section corresponds to a group of activities in the overall grant cycle from inception through completion and notification of awards. The pre-award information is intended as an overview to grant proposals; any remaining questions can be referred to the GDO.

1.1 Identification of Funding Sources

The GDO maintains updated information (go to VW Connect see Institutional Advancement, Grants Development & Special Projects, Funding Source Links) about federal, state and local funding sources as well as private foundations by:

- Utilizing publications such as *The Chronicle of Philanthropy* and *the Chronicle of Higher Education*;
- Monitoring websites such as the National Science Foundation, The Foundation Center, the Nyquist Report, The Grantsmanship Center, Grants.gov, the Federal Register and the American Association of Community Colleges;
- And, participating in relevant list serves.

Funding opportunities are publicized and routinely updated on the VW Connect website (see Institutional Advancement, Grants Development & Special Projects, Grant Opportunities) and announcements are regularly sent to faculty, staff and administrators. Individualized notices are also sent to faculty and staff when relevant funding opportunities are identified.

Additionally, the GDO maintains an ongoing “wish list” of expressed needs for grant and/or supplemental funding, and notifies appropriate faculty, staff or departments of upcoming funding opportunities.

The GDO is available to conduct customized searches for potential sources of grant funding as requested.

1.2 Initiation of Project Idea

It is never too early to begin discussing a proposal idea or a need for grant funding. Applicants initiate the grant process by contacting the GDO if they have an interest in obtaining grant funds or intend to submit a grant application.

*Before* a grant applicant begins drafting the proposal, the Grant Application Approval Form (see Appendix A) should be completed and submitted to the Grants Development and Special Projects office.

NOTE: Before a grant applicant begins drafting the proposal, the Grant Application Approval Form (see Appendix A) should be completed and submitted to the GDO. It is the policy of the GDO that all grants pursued by the institution must; advance the College’s mission, support the strategic plan and have the full support of the department initiating the grant.
Grants Development Handbook

Grant applicants must notify the GDO, as well as their department chair or supervisor, of their intentions to submit a grant proposal to ensure that various individuals and/or departments of the College are not competing with one another for the same funding.

For additional support when writing a grant, the GDO offers a “Checklist to Develop a Grant Proposal” (see Appendix D).

1.3 **Drafting the Grant Narrative**

As a general rule, applicants should expect to devote approximately three (3) months of planning for a federal grant submission and one (1) to two (2) months of planning for a grant submission to a local funding source, a state funding source or a private foundation. If any grant writing assistance is needed, applicants should contact the GDO well in advance of the grant submission deadline. When drafting the grant narrative, consider the following:

**Step 1: Establishing a Work plan**

Applicants interested in submitting a grant proposal are encouraged to meet with the GDO before they begin drafting the proposal. At the outset, the grant applicant should work with the GDO to establish a work plan for completing the proposal. This will involve:

- Determining submission requirements
- Gathering input from key players
- Setting a timeline and dates for deliverables
- Internal review by the GDO
- Final approval
- Proposal packaging and submission

**Step 2: Writing the Grant Narrative**

Projects must be chosen carefully, and must align with Virginia Western’s mission and strategic plan. Questions to consider include:

- What are you proposing to do;
- How are you going to do it;
- How will the College benefit;
- How are you going to evaluate project effectiveness;
- What types of positions and materials are required;
- How much money do you need to accomplish the objectives;
- What are the costs to the College;
- How will this project be sustained when the grant ends;
- Why have you chosen to submit this proposal to this particular funder?

A solid grant proposal must provide a clear, demonstrable link between the mission of the funding agency and the proposed project. The proposal should identify a need; outline the program and budgetary steps it will take to address that need; and delineate the benefits that will result with the support of statistical data, such as Best Practices in the field.
Include a timeline for implementing the proposed project. Project goals and objectives should be achievable and measurable.

Include a budget and budget narrative, detailing how much money is needed and how the money is going to be spent. A well-prepared budget justifies all expenses and is consistent with the proposal narrative.

Explain the evaluation plan, and how performance results will be measured. And finally, describe the plan to sustain the program after the term of the grant ends. (For more information on grant writing tips, funding resources and the grant application process see the Appendix: Quick References and Forms or visit VW Connect, Grants Development & Special Projects website.)

**Step 3: Formatting the Proposal**

In drafting the grant narrative, applicants must follow the funding source’s guidelines for organizing and formatting the proposal. If no guidelines are available, applicants are encouraged to consider including the following sections:

- Abstract (no more than one page)
- Introduction to Virginia Western Community College
- Need/Rationale section
- Project Description
- Project Timeline – a chart indicating the specific activities, timelines for implementation, person(s) responsible for each activity and measurable outcomes
- Staffing Plan, inclusive of job descriptions and resumes
- Evaluation Plan
- Line item budget with detailed explanation/justification

Capital improvement grants or equipment grants that involve the modification of existing facilities require a substantial amount of lead time, which will vary according to the scope of the project. VWCC mandated procedures must be followed in the planning, procurement and implementation phases of any proposed facility modifications, regardless of funding source and whether performed by contractors or in-house staff.

If faculty, staff or administrators are employed on grant funds, they may only be paid for services rendered during the grant project period. Grant funds must be allocated to cover all employment costs, including benefits and vacation time. Grant-funded staff cannot be compensated for work done prior to the start of the grant project, nor can they be compensated for work done after the grant project has ended. The employment of grant-funded staff ends when the grant project ends.
1.4 Preparing the Grant Budget

The GDO office is a “one-stop” shopping center for constructing grant budgets and is available to assist grant applicants at any point in the budget development process.

As a first step in budget preparation, applicants are encouraged to read through their grant narratives and assign costs to each and every activity that is referenced. Grant project budgets must be all-inclusive and provide adequate funding not only for salaries and fringe benefits but also for indirect operating expenses such as postage, supplies, travel and audit fees (see the Grants Management Handbook: Section 4, Grant Budget for preliminary and proposal budget samples; and Section 3, Quick References & Project Management for travel worksheets). Sample budgets can assist with constructing a line item budget in the event that the funding source does not provide a form and/or to help applicants develop a budget and then transfer it to the funding source’s required budget forms. Budget line items may include:

1. Grant budget summary
2. Biweekly personnel
3. Personnel (monthly)
4. Student personnel
5. Fringe benefits
6. Supplies and materials
7. Equipment
8. Travel
9. Direct and Indirect costs
10. Rentals and repairs
11. Services (e.g. Consultants)
12. Capital Expenditures
13. Sub awards
14. Matching salaries & fringe benefits
15. Matching costs (operating)

NOTE:

If a grant requires hiring of personnel, you must have prior approval from the Human Resources Manager (HR), who will review salaries and benefits for personnel.

PERSONNEL

Adherence to the VWCC policies and procedures for hiring and established salary schedule(s) is required. The cost for personnel is determined using information obtained from Human Resources. If the grant budget is for more than one year, the personnel costs are built with projected increased obtained from the business office. Personnel budgets must account for fringe benefits, which are calculated differently for part-time and full-time staff. Consult the Grants Office for assistance when developing personnel and fringe benefit budget costs.

RELEASE TIME

If a grant applicant is seeking released time for him/herself or any faculty involved in the proposed project, all individuals must be identified along with the amount of released time and the semester(s) in which the released time will occur. Applicants must obtain written approval from the department program head, Academic Dean and the Vice President for Academic Affairs for all released time requests (see Appendix A: Grant Approval Application Form). (For more information on Special Assignments for
NOTE:
All grant expenditures and purchases are subject to the same college policies and procedures.

INDIRECT COST RATE
The College’s federally approved indirect cost rate is 41.9% if more than half of the project activities are to be performed on campus, and 14.3% if more than half of the project activities are to be performed off campus. Either rate is calculated on the total of wages, salaries and benefits only, not the total of all direct costs. Applicants may discuss options for waiving or reducing indirect costs with the GDO.

MATCH
If the funding source requires an institutional match as part of the overall budget, then the proposal needs to identify the plan to provide the cash or in-kind contribution. Additionally, if the grant applicant is expecting and/or seeking additional budgetary support from the College, either in cash or in-kind services, the office of the Vice President of Financial and Administrative Services must be contacted for approval. Occasionally a match is identified only to demonstrate the College’s support of the project, but is not a requirement of the funding source. Refer to the funding source budget instructions for appropriate documentation requirements for either cash or in-kind matching funds (For more information on Matching see the Grants Management Handbook: Section 2C Recordkeeping).

SUPPLIES & EQUIPMENT
For Federal proposals, equipment is defined as any single item costing $5,000 or more. Other grantors may define equipment differently and their guidelines must be followed. As part of the development of the grant proposal budget, it is necessary to obtain estimates of all services, supplies and equipment to be purchased with grant funds from the vendor and record these details in the proposed budget. The Financial & Administrative Services office can provide assistance with pricing estimates. It is also recommended that more than one quote be secured with supporting paperwork during the grant budget development process with the understanding that if funded procurement procedures for VWCC and the grantor (if applicable) must be followed. All grant expenditures and purchases are subject to the same college policies and procedures.

COMPUTERS
If grant applicants are planning to purchase and/or install any computer equipment, peripherals or software for office use, or are planning to purchase computers for student use and/or to establish computer labs, they must consult with the office of Information & Educational Technologies.

INSTALLATION
If grant applicants are planning to install any equipment such as fax machines, copiers or printers, they must also consult with the office of Information & Educational Technologies. For example, purchasing a fax machine may require the installation of another telephone line and purchasing a computer may require an additional computer hook-up. Additionally, an applicant may be requesting a dedicated space for equipment. Consultation is necessary to ensure College-wide communication and planning is completed.
and approved prior to proposal submission. Site selection and development of equipment specifications for an instructional technology project must consider and include ADA accommodations.

**FACILITY IMPROVEMENTS**

There are Virginia Western requirements and procedures to be followed in the procurement and implementation of facility improvements, and any proposed modification, regardless of the funding source, must be reviewed and approved by Virginia Western’s Facilities Management Services (FMS). To initiate this process, grant applicants should consult the GDO as far ahead of the deadline as possible. Grants Development will then consult the Vice President of Financial & Administrative Services for review and action.

**INSTITUTIONAL REVIEW BOARD (IRB)**

If grant applicants intend to use students in the grant project and/or if the research design involves human or animal subjects, they must apply to, and subsequently gain approval from, the College’s Institutional Research Board (go to VW Connect see Institutional Advancement, Grants Development & Special Projects, Institutional Review Board)

The GDO is available to assist applicants in obtaining these approvals and/or consulting with the various offices. If such assistance is needed, applicants should contact the GDO well in advance of the grant submission deadline.

1.5 Process for Routing and Handling Internal Proposals

**Virginia Western Educational Foundation** grant proposals will continue to be sent directly to the Educational Foundation Office. For additional information related to Educational Foundation grants, contact the Coordinator of Resource Development.

**Virginia Community College System (VCCS)** proposals such as the Paul Lee Professional Development and Workshop Mini-Grants are to be submitted to the appropriate Academic Dean and Vice President of Academic and Student Affairs. Copies of VCCS proposals are to be sent to the Grants Development Office for filing and tracking.

Use of the Grant Application Approval Form is required if approval is needed by Human Resources, Information and Educational Technologies, or Facilities Management Services.

1.6 Internal Review Process

The GDO recognizes that the complexity and the completeness of applicants’ grant proposals will vary. However, in general, to guarantee proposal submission in accordance with the deadline date, applicants should plan to submit the fully completed proposal (both a hard copy and an electronic copy) inclusive of budget detail, appendices and any and all supporting documentation (fully completed and signed) to the Grants office (1) week prior to the application deadline.

The GDO reviews the proposal for compliance with the funding source’s guidelines. In addition, any grant that commits financial resources of the College must be reviewed by the Financial & Administrative Services office.
Services office. Upon review, the GDO will work with the grant applicant to make any necessary modifications to the proposal and/or budget to conform to the requirements, standards and policies of the funding source and Virginia Western Community College.

If, for some reason, the applicant cannot meet these deadlines, it is the applicant’s responsibility to communicate with the GDO and negotiate a revised deadline so as not to jeopardize the grant submission deadline. The internal review consists of both program and fiscal reviews to ensure that all activities contained in the grant proposal are in line with funding guidelines and College policies and priorities as well as supported by grant funds and/or matching funds.

The applicant is responsible for ensuring that all appropriate and/or relevant parties have been consulted on the project; the GDO will help ensure that all necessary administration sign-offs are obtained.

1.7 **Institutional Sign-Off on Grant Proposals**

The GDO is the authorized entity to function as the designated liaison between the grant applicant and the signatory authority of the College, specifically the President, for institutional sign-off of the grant proposal.

Upon approval and signature, the GDO submits the grant application to the funding source and a signed copy is simultaneously sent to the grant applicant. For electronic submissions, the grant applicant should coordinate with the GDO for user identification codes and approvals.

1.8 **Follow-up on Proposal Submissions**

The GDO will follow up on all grant awards, denials and requests for modification from the funding source, and will serve as the primary intermediary between the College and the funding source in these matters. It is essential that the grant applicant forward all information from the funding source to the GDO to avoid problems that might result in start-up delays.

1.9 **Notification of Awards/Rejections**

If a proposal is funded or rejected, the GDO notifies the grant applicant and his/her supervisor/department chair or vice versa. Notifications of grant approvals or denials, received by any other office, should be forwarded to the GDO upon receipt.

If a proposal is funded, it is typical for the funding source to request revisions to the budget and/or the scope of work. Such revisions are often required prior to issuing any written confirmation of the grant award. Grant applicants should plan to submit such revisions to the received by any other office within one (1) week of notification. If any changes are made in the areas described in Sections 1.4, applicants should undertake the college review, approval and signature processes described in Section 1.6.

If a grant application is rejected for funding, the GDO, in partnership with the grant applicant, may contact the funding source to obtain the reasons for the rejection. In some cases, funding sources provide
written explanations and/or copies of the readers’ comments and rankings for the purpose of refining the application for future submissions.

A grant applicant may request that the College appeal the funding decision. All requests for appeals should be submitted in writing, either hard copy or electronically, to GDO within one (1) week of receipt of the funding source’s explanation for the rejection and must include the grounds for the appeal. Such requests will be forwarded to the Director of Grants Development for review and approval prior to appealing any decision.

2.0 Frequently Asked Questions

1. Is faculty release time for proposal development allowed?
   To date, this has not been a College approved expense; however, any requests for release time should be discussed with the appropriate dean.

2. What is the difference between supplies and equipment?
   For Federally funded grants, supplies are single items less than $4,999. Equipment is any single item totaling $5,000 or more. THERE ARE NO EXCEPTIONS.

3. Can grant funded positions follow a salary and benefit schedule that is different from the college?
   No, grant funded positions must follow the current salary and benefit schedule for all employee groups.

4. What does “supplanting” mean?
   Use of grant funds to pay for ongoing activities already budgeted or for the usual activities assigned to a position.

5. Do I have to submit my grant request through the Grants Office?
   Yes, all grant requests must be submitted through the Grants Office. Due to the highly technical nature of many proposals, large portions of grant applications will be developed by content experts but the process will still be managed by the Grants Office.

6. How do I determine what expenses are allowable?
   Each request for proposal will include a section on allowable and unallowable expenses. Federal grant proposals typically must adhere to the Federal Office of Management and Budget CIRCULAR A-21 (Revised 05/10/04) Cost Principles for Educational Institutions.

7. Are the bids I secured during the proposal development process sufficient for procurement during the grant implementation phase?
   All projects are required to follow the College’s purchasing policies and procedures. Federal proposals will also require that the Federal procurement process be followed post-grant.
8. Can I change my budget after the grant is awarded?

In some circumstances, a funding agency may allow budget revisions or adjustments. It is extremely important to carefully plan your grant activity and budget accordingly during the proposal development phase (being as specific as possible). All budget changes/modifications will require prior approval by the program officer and a review by the Grant Accountant. Please see Section 1.4 “Preparing the Grant Budget” above.

9. Does the College have a federally negotiated indirect cost rate?

Yes. Virginia Western has a federally negotiated cost rate with the Department of Health & Human Services. The College’s federally approved indirect cost rate is 41.9% if more than half of the project activities are to be performed on campus, and 14.3% if more than half of the project activities are to be performed off campus. Either rate is calculated on the total of wages, salaries and benefits only, not the total of all direct costs.

10. What is the College’s process for the federal or state draw-down of grant funding?

This is dependent upon the method/system that the applicable agency or funder is using and the specific requirements of the grant.

11. Who is responsible for monitoring the grant budget?

The project administrator or their designee are responsible for ensuring that incurred expenses are included in the budget outlined in the grant as well as ensuring that all items budgeted are expended in a timely manner and in accordance with the grant.

12. Why do I need to submit my proposal to an Institutional Review Board?

All Federal grant proposals are required to submit Supplemental Information Form 424 on which the question “Are any research activities involving human subjects planned at any time during the proposed project Period?” is asked. If the answer is yes, then exemptions according to definitions in 34 CFR Part 97 must be listed and explained in a narrative. If the answer is no, then assurances according to definitions in 34 CFR Part 97 must be listed. Furthermore, certain Federal agencies such as the National Science Foundation require these determinations of exemption and/or assurances must be decided and approved by an Institutional Review Board. Finally, requiring all grant proposals to submit to the IRB serves to protect students’ and participants’ rights in grant funded programs.
Quick References & Forms

Virginia Western Community College
Grants Development Handbook
**Virginia Western Community College**
Grant Application Approval Form (GAAF)

(This form must be filed with the Grants Development and Special Projects Office prior to application filing
Include a one-page summary, which includes justification for proposal and an estimated budget)

I. **Funding Source____________________________________________________________________**

Grant Developer __________________________  Department______________________________

Application Filing Date ___________________________  □” Postmark □” Delivered

Institutional match required?  □” No □” Yes Explain ______________________________________

Did you include a one-page summary, which includes justification for proposal and an estimated
budget?

□” No □” Yes

II. **Anticipated Institutional Commitment:** (Identify any non-reimbursed VWCC support that may be
required)

____________________________________________________________________________________

____________________________________________________________________________________

III. **Personnel:** (Projects with personnel expenditures and/or release time must be routed to Human
Resources for approval)

<table>
<thead>
<tr>
<th>Name</th>
<th>Compensation</th>
<th>Time &amp; Scope of Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ _________</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$ _________</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$ _________</td>
<td></td>
</tr>
</tbody>
</table>

**Human Resources Director:** ____________________________  Date: __________

IV. **Release Time:** Please schedule anticipated hours of release time to be granted during the period of
this project, as approved by: Vice President of respective Division, Vice President of Financial and
Administrative Services, and Human Resources Director.

□ Check if NO release time.

**Vice President:** ____________________________  Date: __________

**VP. of Financial & Administrative Services:** ____________________________  Date: __________

**Associate VP of Human Resources:** ____________________________  Date: __________
V. **Equipment:** (Projects with computer or software expenditures must be routed to the Information and Educational Technologies Services Department for approval)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$____</td>
<td></td>
<td>$____</td>
</tr>
<tr>
<td></td>
<td>$____</td>
<td></td>
<td>$____</td>
</tr>
<tr>
<td></td>
<td>$____</td>
<td></td>
<td>$____</td>
</tr>
</tbody>
</table>

_Director of Information and Educational Technologies:_

__________________________________________________________

_Date: ___________

VI. **Contractual:** (Projects with space/building expenditures must be routed to the Facilities Management Services Department for approval)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$____</td>
<td></td>
<td>$____</td>
</tr>
<tr>
<td></td>
<td>$____</td>
<td></td>
<td>$____</td>
</tr>
<tr>
<td></td>
<td>$____</td>
<td></td>
<td>$____</td>
</tr>
</tbody>
</table>

_Director of Facilities, Planning and Development:_

__________________________________________________________

_Date: ___________

VII. **Approval Signatures:** (Program Head, Academic Dean, and Division Vice President must sign-off on proposal before sent to Grants Development and Special Projects Office)

**Program Head:** __________________________________________

_Date: ___________

**Academic Dean:** __________________________________________

_Date: ___________

**Vice President:** __________________________________________

_Date: ___________

**President:** _______________________________________________

_Date: ___________

**Grants Development and Special Projects Office:** _________________

_Date: ___________

Reviewed 7/15MHA
FEDERAL REFERENCES & RESOURCES

Catalog of Federal Domestic Assistance (CFDA)
Provides a directory of Federal programs, projects, services, and activities which provide assistance or benefits to Americans. Included are financial and non-financial assistance programs administered by departments and establishments of the Federal government.

Educational Resources Information Center (ERIC)
A national information system funded by the U.S. Department of Education's Institute of Education Sciences to provide access to education literature and resources.

Federal Register
Provides a uniform system for making available regulations and legal notices issued by Federal agencies. These include Presidential proclamations and Executive Orders and Federal agency documents having general applicability and legal effect, documents required to be published by act of Congress, and other Federal agency documents of public interest.

FedBizOps (FBO)
Federal procurement bidding opportunities, contracts awarded, special notices, and surplus government sales. Search using keywords or phrases or select from over 100 business categories using the powerful FBO Online search engine service.

FedWorld
Provides a one-stop location for the public to locate, order, and have delivered to them U.S. Government information.

USA.gov for Nonprofits
Serves as a gateway for all government information.

Government Printing Office (GPO)
Direct access to government publications such as the Federal Register through GPO (Government Printing Office) access.

GovCon
Provides information on government contracting.

Grants.gov
Grants.gov is the official Federal government website where applicants may find and apply to funding opportunities from all 26 Federal grant-making agencies.

THOMAS (The Library of Congress)
Locate current Federal legislative information; track Federal legislation; see how this impacts upon Federal grants program
U.S. CABINET DEPARTMENTS

**Department of Agriculture (USDA)**
- USDA Funding Opportunities

**Department of Commerce (DOC): Grants**
- Technology Opportunities Program (TOP): Grants

**Department of Defense**

**Department of Education**
- Guide to U.S. Department of Education Programs (PDF)
- Student Support Services Program
- Educational Opportunity Centers Program
- Training Program for Federal TRIO Programs
- Office of Postsecondary Education (OPE): Fund for the Improvement of Postsecondary Education (FIPSE)
- Title III Part A Programs - Strengthening Institutions
- Office of Special Education and Rehabilitative Services (OSERS): Grants and Funding
- Vocational Education - Basic Grants to States
- Tech-Prep Demonstration Program
- Preparing Tomorrow's Teachers to Use Technology Program (PT3)

**Department of Energy (DOE)**
- DOE Funding Opportunities
- Office of Management

**Department of Health and Human Services (HHS)**
- HHS GrantsNet
- National Institutes of Health (NIH)

**Department of the Interior (DOI)**
- U.S. Geological Survey (USGS)

**Department of Justice (DOJ): Grants**

**Department of Labor (DOL)**
- Office of the Assistant Secretary for Administration and Management (OASAM): Grant and Contract Information
- Bureau of Labor Statistics
Department of State: Exchange Programs

Department of Transportation (DOT)
  • Grants and Cooperative Agreements

INDEPENDENT FEDERAL AGENCIES

Corporation for National and Community Service

Environmental Protection Agency (EPA): Grants and Fellowship Information

Institute of Museum and Library Services (IMLS): Grant Applicants

National Endowment for the Arts (NEA): Grants

National Endowment for the Humanities (NEH): Apply for a Grant

National Science Foundation (NSF): Find Funding

Small Business Administration (SBA): Note on Grants

U.S. Agency for International Development (USAID)
  • USAID Partnership Opportunities

U.S. Census Bureau
  • Census 2010

U.S. Institute of Peace (USIP): Grants and Fellowships
STATE & LOCAL AGENCIES

Botetourt County, Virginia

Commonwealth of Virginia

City of Roanoke, Virginia

City of Salem, Virginia

Franklin County, Virginia

Roanoke County, Virginia

Roanoke Valley-Alleghany Regional Commission (RVARC)

State Council of Higher Education for Virginia (SCHEV)

Virginia's Community Colleges System (VCCS)

- VCCS Professional Development
- VCCS Professional Development Grants
- VCCS Workforce Development Services (WDS)

Virginia Department of Education

Virginia Employment Commission (VEC)

- Virginia Labor Market Analysis

Virtual Library of Virginia (VIVA)

Weldon Cooper Center for Public Service (University of Virginia)
The University of Virginia's Weldon Cooper Center for Public Service is a research and training organization focused on the Commonwealth of Virginia. The Cooper Center provides objective information, data, research, technical assistance, and practical training to state and local officials, community leaders, and members of the general public.
OTHER GRANT RESOURCES

Nyquist Foundation
Funding for Community, Junior and Technical Colleges

American Association of Community Colleges (AACC)
Find information about other community colleges; legislative information; other community college news.

GuideStar
GuideStar, the national database of U.S. charitable organizations gathers and distributes data on IRS-recognized nonprofits.

Foundation Center
A world enriched by the effective allocation of philanthropic resources, informed public discourse about philanthropy, and broad understanding of the contributions of nonprofit activity to civil society.

Funding Research Center
The Funding Research Center includes a wealth of selected links to many of the best on line resources for nonprofits including information on fund raising, donor research, foundations, corporations, nonprofit issues and the like
Grants Opportunities for Faculty

VCCS Paul Lee Workshop Mini-Grant

- **Agency:** VCCS
- **Eligibility:** Full-time VCCS employees: faculty, staff, and administrators.
- **Funding:** $1,500
- **Deadline:** February 1, April 1, and Sept 15
- **Summary:** Provides funding for development and implementation of professional development group activities involving more than one VCCS college, such as workshops, in-service activities, and conferences.
- **Additional Information:** For more information on the VCCS Professional Development Workshop Mini-Grant, click here or contact the Grants Development and Special Projects Office.

VCCS Paul Lee Professional Development Grant

- **Agency:** VCCS
- **Eligibility:** Full-time and adjunct VCCS faculty
- **Funding:** $750/credit up to 8 credit hours. Most time is funded at 4 credits. Summer funding is a flat $2,500.
- **Deadline:** February 1, April 1, and Sept 15
- **Summary:** Provides funding for new and on-going professional development in the areas of discipline development, instructional development, career development and organizational development.
- **Additional Information:** For more information on the VCCS Professional Development Grant, click here or contact the Grants Development and Special Projects Office.

NEA: Learning & Leadership Grant / Student Achievement Grant

- **Agency:** National Education Association Foundation
- **Eligibility:** Faculty or staff at public higher education institutions
- **Funding:** $2,000 for individuals and $5,000 for groups
- **Deadline:** February 1, June 1, and October 15
- **Summary:** The NEA Foundation (http://www.neafoundation.org/) supports a variety of efforts by teachers, education support professionals, and higher education faculty and staff to improve student learning in America’s public schools, colleges, and universities. The foundation is accepting applications for the following programs:
  - Learning & Leadership Grants provide opportunities for teachers, education support professionals, and higher education faculty and staff to engage in high-quality professional development experiences such as summer institutes or action research.
  - Student Achievement Grants provide grants of $5,000 to improve the academic achievement of students by engaging in critical thinking and problem-solving that deepen knowledge of standards-based subject matter. The work should also improve students’ habits of inquiry, self-directed learning, and critical reflection.
- **Additional Information:** For more information click here: https://www.neafoundation.org/for-educators/
NSF: Advanced Technological Education (ATE)

- **Agency:** National Science Foundation
- **Funding:** $64 million to support an estimated 75-90 awards
- **Deadline:** October 8, 2015
- **Summary:** With an emphasis on two-year colleges, the Advanced Technological Education (ATE) program focuses on the education of technicians for the high-technology fields that drive our nation's economy. The program involves partnerships between academic institutions and employers to promote improvement in the education of science and engineering technicians at the undergraduate and secondary school levels. The ATE program supports curriculum development; professional development of college faculty and secondary school teachers; career pathways to two-year colleges from secondary schools and from two-year colleges to four-year institutions; and other activities. Another goal is articulation between two-year and four-year programs for K-12 prospective teachers that focus on technological education. The program also invites proposals focusing on research to advance the knowledge base related to technician education. *The Advanced Technological Education (ATE) program promotes improvement in the education of science and engineering technicians at the undergraduate and the secondary school levels (grades 7 through 12). . . . The curricular focus and the activities of all projects should demonstrably contribute to the ATE program's central goals: producing more qualified science and engineering technicians to meet workforce demands, and improving the technical skills and the general science, technology, engineering, and mathematics (STEM) preparation of these technicians and the educators who prepare them (from NSF-ATE Solicitation Introduction, p.3).*

**Additional Information:** [To review the full Advanced Technological Education (ATE) announcement, please click here.](#)

The Fulbright Program

- **Agency:** The Fulbright Program, sponsored by U.S. Department of State, Bureau of Educational and Cultural Affairs
- **Program:** This Program provides a myriad of opportunities to strengthen the global reach of a community of teachers and learners who will energize and internationalize institutions. Opportunities for U.S. Faculty: Traditional Fulbright Scholar Program, Fulbright Distinguished Chairs Program, Fulbright Senior Specialists Program, Fulbright New Century Scholars Program (NCS), Fulbright International Education Administrators Seminars (IEA), Fulbright German Studies Seminar, and Research Awards.
- **Funding:** Varies depending on the program
- **Deadline:** Varies depending on the program
- **Additional Information:** For more information concerning these programs contact the [Council for International Exchange of Scholars (CIES)].
  - Email: apprequest@cies.iie.org

Financial support is provided by annual appropriation from Congress to the Department of State and by participating governments and by host institutions in the United States. Contact the Grants Development for in-depth information on the various programs.
Improving Undergraduate STEM education (IUSE)

- **Agency:** National Science Foundation
- **Funding:** Exploration and Design and Development $250,000 to $600,000
- **Deadline:** November 3, 2015 and January 13, 2016
- **Summary:** A well-prepared, innovative science, technology, engineering and mathematics (STEM) workforce is crucial to the Nation’s health and economy. Indeed, recent policy actions and reports have drawn attention to the opportunities and challenges inherent in increasing the number of highly qualified STEM graduates, including STEM teachers. Priorities include educating students to be leaders and innovators in emerging and rapidly changing STEM fields as well as educating a scientifically literate populace; both of these priorities depend on the nature and quality of the undergraduate education experience. In addressing these STEM challenges and priorities, the National Science Foundation invests in research-based and research-generating approaches to understanding STEM learning; to designing, testing, and studying curricular change; to wide dissemination and implementation of best practices; and to broadening participation of individuals and institutions in STEM fields.
  - The goals of these investments include: increasing student retention in STEM, to prepare students well to participate in science for tomorrow, and to improve students’ STEM learning outcomes.
  - Approaches include: experiential learning, assessment/metrics of learning and practice, scholarships, foundational education research, professional development/institutional change, formal and informal learning environments, and undergraduate disciplinary research.
  - Outcomes may include: developing the STEM and STEM-related workforce, advancing science, broadening participation in STEM, educating a STEM literate populace, improving K-12 STEM education, encouraging life-long learning, and building capacity in higher education.

**Additional Information:** To review the full Improving Undergraduate STEM Education (IUSE) announcement, please click here.

---

**NEH:** Humanities Initiatives at Community Colleges

- **Agency:** National Endowment for the Humanities
- **Eligibility:** Faculty or staff at Community Colleges
- **Funding:** $100,000 (between one and three years)
- **Deadline:** August 24, 2015
- **Summary:** NEH Humanities Initiatives at Community Colleges are intended to strengthen the teaching and study of the humanities in subjects such as history, philosophy, and literature. These grants may be used to enhance existing humanities programs, resources courses, or to develop new ones.

**Additional Information:** For more information click here: http://www.neh.gov/grants/education/humanities-initiatives-community-colleges
CHECKLIST FOR DEVELOPING A GRANT PROPOSAL

1. Check your project idea against the college’s mission statement and the goals of your department or the department affected by the grant.

2. Consult with program head, academic dean, and vice president about your proposal idea. Get appropriate approval according to college’s procedures before going ahead with your proposal. Refer to the Grant Proposal Application Process.

3. Work with the Grants Development Office while preparing the Grant Application Approval Form, obtaining approval signatures, and meeting deadlines for proposal submission at least 2 weeks prior to submitting the application.

4. If possible, contact the granting agency to verify if your project meets eligibility requirements. Check to see if the funding agency has funded similar projects in the past and learn what you can about those projects.

5. Once the project is approved to seek grant funding, meet with the Grants Development Office to develop timelines and a work plan.

6. Follow all grant directions and guidelines. Allow ample time for proposal development.

7. Develop your budget for the project before writing the proposal. The budget must conform to funder/agency and College guidelines.

8. Discuss issues of matching funds and/or indirect costs with the Grants Development Office.

9. Write, edit, and rewrite the proposal. Have someone else proofread the proposal for errors.

10. Keep the program head, academic dean, vice president, and Grants Development Office regularly informed of progress.

11. Write letters of support if appropriate or required.

12. Consult with Human Resources if the proposal requires personnel expenditures and fringe benefits or release time.

13. Consult with Information and Educational Technologies if the proposal requires computer equipment or software expenditures.

14. Consult with Facilities Management Services if the proposal requires a need for physical space or building expenditures.

15. Consult with the Vice President of Academic and Student Affairs and the Vice President of Financial & Administrative Services if release time is required.

16. Finalize the proposal and budget.

17. The Grants Office will complete all necessary Federal and state forms and/or proof of 501(c)3 paperwork (if applicable) and assemble the formal proposal package.
18. The Grant Office will formally submit all grant proposals (unless otherwise permitted) to the grantor. Note: Submission of Federal proposals follows a very strict process that can be extremely time-consuming. Therefore, all Federal proposals will be submitted at least two days in advance of the submission deadline.

19. The Grants Office will supply members of the proposal team with copies of the final proposal and will maintain a copy at the Grants Office.

APPENDIX E: Tips for Writing & Submitting Grant Proposals

TIPS FOR WRITING & SUBMITTING GRANT PROPOSALS

Do’s

- Make your project idea as specific as possible; general proposals rarely get funded.
- Follow all directions.
- Provide well-organized proposal sections that are easy to comprehend.
- Create a detailed fundable idea that complements a grantor’s goals.
- Write a tailored proposal that is true to the RFP. Your mission is to fit your idea into what the agency is funding.
- Watch your style; avoid empty phrases, for example "innovative" and "state of the art".
- Make sure your proposed idea is realistic and practical.
- Use a journalistic style of writing: Who, What, When, Where, Why and How. Answer questions about WHAT you are proposing, HOW you plan to do it, WHEN you plan to do it and HOW MUCH it is going to cost.
- Remember your English writing rules: Tell them what you are going to tell them (thesis), then tell them (supporting information), and tell them again (summary).
- Avoid jargon, acronyms, and other abbreviations.
- Have someone who is not familiar with your proposal read and critique it.
- Use "Spell Check" Take some pains to get it right.

Do Not’s

- Don’t beg for funding.
- Don’t make a mystery out of your proposal.
- Don’t bind the proposal or put it in a cover as the funding agency may need to copy it.
- Don’t be overly dependent on a professional grant writer to prepare your proposal as that person may not be familiar with your field or type of project.