



VIRGINIA
WESTERN

Grant Development Handbook

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

April 2025 Edition

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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*.

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.

NOTE:

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 achieve grant objectives.
- Assisting with interim and final program and budget reports

For additional information concerning Post-Award Services see the “Grants Management Handbook” on the VWCC website (see [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 Grantsmanship Center*, *Grants.gov*, the *Federal Register* and the *American Association of Community Colleges*;
- And, participating in relevant list serves.

Funding opportunities and resources are explored regularly and shared with 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.

NOTE:

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.

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 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.

Grant applicants must notify the GDO, as well as their Program Head 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 and are ensuring that adequate time and college resources are available to meet funding deadlines

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

NOTE:

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](#)

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. 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/Evaluators)
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 increases obtained from the finance 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 respective Vice President for all released time requests (see Appendix A: Grant Approval Application Form). (For more information on Special Assignments for

Faculty see the *Grants Management Handbook*: Section 1B, Hiring Project Personnel and the Special Assignment for Faculty form).

INDIRECT COST RATE

The College's federally approved indirect cost rate is 46.0% if more than half of the project activities are to be performed on campus, and 17.0% 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 \$10,000 or more (2 CFR 200.439). Other grantors may define equipment differently and guidelines must be followed. As part of the development of the 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

NOTE:

All grant expenditures and purchases are subject to the same college policies and procedures.

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, copiers or printers, they must also consult with the office of Information & Educational Technologies. For example, purchasing new equipment may require the installation of additional electrical hook-up. An applicant may also 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** (see <https://www.viriniawestern.edu/ic/institutional-review-board/> Institutional Effectiveness, 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.

NOTE:

Any grant that commits financial resources of the College **must** be reviewed by the Financial & Administrative Services office.

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. 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 or Vice President of Finance and Administrative Services, 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 Administrative Officer for Grants Administration 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 \$9,999. Equipment is any single item totaling \$10,000 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 Uniformed Guidance 2 CFR 200.

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 46.0% if more than half of the project activities are to be performed on campus, and 17.0% 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 such 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

APPENDIX A: Grant Application Approval Form (Page 1 of 2)**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 of the project, with justification for proposal and an estimated budget.)

- I. Funding Source _____
- Grant Developer _____ Department _____
- Application Filing Date _____ ☐ Submitted
- Institutional match required? ☐ No ☐ Yes (Cash/In-Kind) Explain _____
- Did you include a one-page project summary, with justification for proposal and an estimated budget? ☐ No ☐ Yes

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

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

<u>Name</u>	<u>Compensation</u>	<u>Time & Scope of Effort</u>
_____	\$ _____	_____
_____	\$ _____	_____

Associate VP. of Human Resources: _____ Date: _____

- IV. Current Faculty/Staff 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 Associate VP. Of Human Resources.

☐ Check if NO release time.

<u>Name</u>	<u>Compensation</u>	<u>Time & Scope of Effort</u>
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

Vice President: _____ Date: _____

Associate VP. of Human Resources: _____ Date: _____

VP. of Financial & Administrative Services: _____ Date: _____

APPENDIX A: Grant Application Approval Form (Page 2 of 2)

V. Equipment: (Projects with computer or software expenditures must be routed to the Information and Educational Technologies Services Department for approval)

<u>Item</u>	<u>Cost</u>	<u>Item</u>	<u>Cost</u>
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

Director of Information & Educational Technologies Services:

_____ Date: _____

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

<u>Item</u>	<u>Cost</u>	<u>Item</u>	<u>Cost</u>
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____

Director of Facilities, Planning & Development:

_____ Date: _____

VII. Budget Summary

Budget Data	Year 1	Total Years
Grant request		
VWCC Cash Match		
VWCC In-Kind Match		
Other Matching Funds (Source)		
Total Budget		

VIII. Approval Signatures: (Program Head, Academic Dean, and Division Vice President must sign-off on proposal before sending 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: _____

FEDERAL REFERENCES & RESOURCES

[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.

[National Council of Nonprofits |](#)

Serves as a gateway for nonprofit information.

[Government Publishing Office \(GPO\)](#)

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

[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.

[Congress.gov | Library of Congress](#)

Locate current Federal legislative information; track Federal legislation; see how this impacts the Federal grants program.

U.S. CABINET DEPARTMENTS

[Department of Agriculture \(USDA\)](#)

- **[Grants and Loans | USDA](#)**

[Grants and contract opportunities | U.S. Department of Commerce](#)

[U.S. Department of Defense](#)

[Department of Education](#)

- [Student Support Services Program](#)
- [Educational Opportunity Centers Program](#)
- [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](#)
- [Tech-Prep Demonstration Program](#)

APPENDIX B: Funding Sources & Links (Page 2 of 4)[Department of Energy \(DOE\)](#)

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

Funding opportunities | AmeriCorps

EPA Grants | US EPA

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

Grants | National Endowment for the Arts

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

National Science Foundation (NSF): Find Funding

U.S. Agency for International Development (USAID)

U.S. Census Bureau

[2020 Census Results](#)

U.S. Institute of Peace (USIP): Grants and Fellowships

STATE & LOCAL AGENCIES

[Botetourt County, VA | Official Website \(botetourtva.gov\)](http://botetourtva.gov)

[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 \(VCCS\)](#)

- [Professional Development – Student Success Center | VCCS Workforce Development Services Locator - VCCS](#)

[Virginia Department of Education](#)

[Virginia Employment Commission \(VEC\)](#)

[GO Virginia Region 2 | Center for Economic and Community Engagement | Virginia Tech \(vt.edu\)](#)

[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

[American Association of Community Colleges \(AACC\)](#)

Find information about other community colleges; legislative information; other community college news.

[Candid | GuideStar and Foundation Center are now Candid](#)

Formerly GuideStar, the Candid website offers the national database of U.S. charitable organizations gathers and distributes data on IRS-recognized nonprofits. In addition, the former Foundation Center site is included here with philanthropic resources, informed public discourse about philanthropy, and broad understanding of the contributions of nonprofit activity to civil society.

[Funding Research Center – Williamsburg Regional Library \(wrl.org\)](#)

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

GRANT OPPORTUNITIES FOR FACULTY

NEA: Learning & Leadership Grant / Student Success Grant

- **Agency:** National Education Association Foundation
- **Eligibility:** Faculty or staff at public higher education institutions
- **Funding:** \$1,500 - \$5,000 for Student Success, Up to \$5,000 for Learning & Leadership Grants
- **Deadline:** Student Success timeframe – application open Dec-February; notification in April
- **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 and Leadership Grants enable educators to grow their leadership skills and invest in professional development to maximize their impact inside and outside the classroom. Student Success Grants supports educators who strive to implement innovative and effective forms of learning, helping students find joy in learning and achieve their potential.

NEH: Humanities Initiatives at Community Colleges

- **Agency:** National Endowment for the Humanities
- **Eligibility:** Community Colleges
- **Funding:** \$150,000 (between one and three years)
- **Deadline:** Generally the first week of May
- **Summary:** Humanities Initiatives at Community Colleges strengthen the teaching and study of the humanities at community colleges by developing new humanities programs, resources (including those in digital format), or courses, or by enhancing existing ones. Projects must be organized around a core topic or set of themes drawn from such areas of study in the humanities as history, philosophy, religion, literature, and composition and writing skills. Expected outputs include Community Partnerships; Curriculum; Faculty Development; Teaching Resources
- **Additional Information:** For more information click here: <http://www.neh.gov/grants/education/humanities-initiatives-community-colleges>

NSF: Advanced Technological Education (ATE)

- **Agency:** National Science Foundation
- **Funding:** \$75 million to support an estimated 45 - 80 awards
- **Deadline:** October -generally the 1st week of the month
- **Summary:** With a focus on two-year Institutions of Higher Education (IHEs), the Advanced Technological Education (ATE) program supports the education of technicians for the high-technology fields that drive our nation's economy. The program involves partnerships between academic institutions (grades 7-12, IHEs), industry, and economic development agencies to promote improvement in the education of science and engineering technicians at the undergraduate and secondary institution school levels. The ATE program supports curriculum development; professional development of college faculty and secondary school teachers; career pathways; and other activities. The program invites applied research proposals that advance the knowledge base related to technician education. It is required that projects be faculty driven and that courses and programs are credit bearing, although materials developed may also be used for incumbent worker education.

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

APPENDIX C: Grant Opportunities for Faculty (Page 2 of 2)

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. **Telephone:** 202-686-7877. 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: Education and Human Resources (IUSE:EHR)

- **Agency:** National Science Foundation
- **Funding:** Level 1 up to \$300,000 for up to three years; Level 2 \$300,00-\$600,000 for up to three years.
- **Deadline:** Third Wednesday in January and Third Wednesday in July
- **Summary:** Through the NSF Improving Undergraduate STEM Education (IUSE) initiative, the agency continues to make a substantial commitment to the highest caliber undergraduate STEM education through a Foundation-wide framework of investments. The IUSE: EHR is a core NSF STEM education program that seeks to promote novel, creative, and transformative approaches to generating and using new knowledge about STEM teaching and learning to improve STEM education for undergraduate students. The program is open to application from all institutions of higher education and associated organizations. NSF places high value on educating students to be leaders and innovators in emerging and rapidly changing STEM fields as well as educating a scientifically literate public. In pursuit of this goal, IUSE: EHR supports projects that seek to bring recent advances in STEM knowledge into undergraduate education, that adapt, improve, and incorporate evidence-based practices into STEM teaching and learning, and that lay the groundwork for institutional improvement in STEM education. In addition to innovative work at the frontier of STEM education, this program also encourages replication of research studies at different types of institutions and with different student bodies to produce deeper knowledge about the effectiveness and transferability of findings. The IUSE: EHR program features two tracks: (1) Engaged Student Learning and (2) Institutional and Community Transformation.
- **Additional Information:** To review the full [Improving Undergraduate STEM Education \(IUSE\) announcement, please click here](#).

APPENDIX D: Checklist for Developing a Grant Proposal

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.