Columbia College Grant Development Process

Grant Idea/Need for Funding is Identified & Communicated to CC Development Office

Project Director/ College Staff, Faculty, Administrators

(Anytime)

If Project Involves Hiring Permanent Staff or Impacts Facilities, follow College Council Grants Committee Procedures

Write Draft Proposal & Gather All Attachments

Project Director & CC Development Office

(4-8 weeks prior to deadline)

Research/Identify Potential Funding Sources

Project Director ,CC Development Office, YCCD Grants Office

(Anytime)

Complete YCCD Pre-Approval Form

Project Director & CC Development Office

(1-3 months prior to deadline)

Send Final Draft to District Grants Office for Review

CC Development Office

(1-2 weeks prior to deadline)

Initial RFA Review & Project Development Meeting

Project Director, CC Development Office, YCCD Grants, other Involved College Staff & Partners

(3-12 months prior to deadline)

Develop Grant Concept

Project Director, College Staff/Partners & CC Development Office

(1-3 months prior to deadline)

Obtain Signatures

YCCD Grants Office

(3-7 days week prior to deadline)

Complete Potential Grant Project Assessment Matrix

Project Director & CC Development Office

(3-12 months prior to deadline)

Matrix Reviewed & Approval to Develop Proposal Obtained

CC Development Office & Administrators

(1-6 months prior to deadline)

Package and Submit Proposal

YCCD Grants Office

(1-7 days prior to deadline)