

OFFICE OF GRANT DEVELOPMENT GUIDELINES

● GRANT DEVELOPMENT PROCEDURE

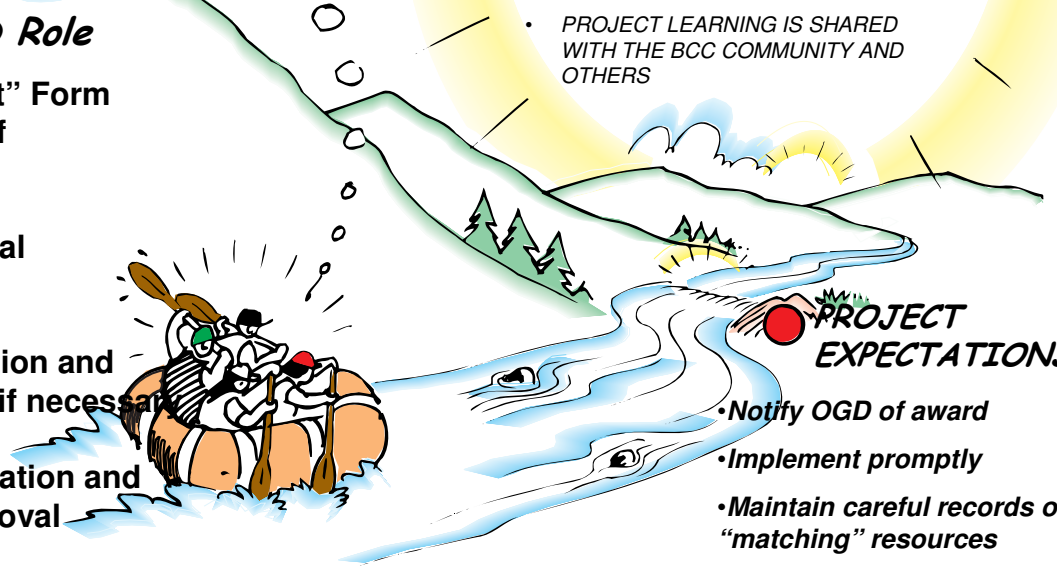
1. Submit [Grant Intent Form](#) to OGD 12 weeks before deadline.
2. Contact OGD to schedule technical assistance sessions (OGD level of assistance is based on current work load and grant contribution to college goals)
3. Submit [Grant Approval Form](#), grant application package (including budget forms)1 week before deadline.
4. Notify OGD of the approval or denial of your application.

● Developer (your) Role

- Submit "Intent" form 12 weeks prior to deadline
- Schedule "technical assistance" time with OGD well before deadline
- Submit "Approval" form and application 1 week before due

● OGD Role

- Approve "Intent" Form within 1 week of submission
- Provide technical assistance
- Review application and budge and edit if necessary
- Circulate application and budget for approval
- Submit grant to funder
- OGD is notified of grant award by Team Leader



● OUTCOMES

- GRANTS ARE TIMELY AND OF HIGH QUALITY
- GRANT AWARDS ADVANCE OUR MISSION & STRATEGIC PLAN
- BCC EARNS THE CONFIDENCE OF FUNDERS BY ACHIEVING GRANT GOALS IN A TIMELY MANNER
- PROJECTS MANAGE RESOURCES EFFECTIVLY TO MEET GOALS
- NEW PROJECTS BUILD UPON PAST PROJECT EXPERIENCE AND LEARNING
- PROJECT LEARNING IS SHARED WITH THE BCC COMMUNITY AND OTHERS

● PROJECT EXPECTATIONS

- Notify OGD of award
- Implement promptly
- Maintain careful records of "matching" resources
- Provide timely reports to funder