



Book	Siskiyou Joint Community College District Administrative Procedures
Section	Chapter 3: General Institution
Title	Grants
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Grant proposals on behalf of the College must:

1. be in line with the college's mission and achievement of the Institutional Master Plan.
2. relate to an outcome or activity in the area's Program Review.

To develop a grant proposal, the following steps should be followed:

Step 1. Complete the *Preliminary Grant Assessment Form* which is posted on the Grants website. A "yes" answer to most of the questions is needed to proceed.

Step 2. The proposed project must be reviewed by the appropriate VP or Dean. Once that step is completed, a copy of the *Preliminary Grant Assessment Form*, along with written approval from the VP or Dean, must be submitted to the Grants Development Officer.

Step 3. Consultation with the Grants Development Officer during the grant writing process is required.

Step 4. All grant proposals are submitted by the Grants Office rather than a department or individual. The completed grant proposal must be available for review and signature by the appropriate individuals prior to submission to the granting agency.

Step 5. The Grants Office must be notified immediately upon receipt of a grant award. A Board Report will be prepared to secure the Board's approval and authorization of expenditures.

Step 6. Board approval is required before any funds can be spent on a project.

Preliminary Grant Assessment Form (attached)

[AP 3280 Preliminary Grant Assessment Form.pdf \(132 KB\)](#)