

# YOUR ROADMAP TO GRANT SUCCESS

DRAFT



## 1. Review Grant Opportunity

- **Driver** reads guidelines and identifies potential fit.

## 2. Submit SBCCD "Intent to Apply" Form

- **Driver** submits form to notify direct supervisor and the site's Grants Office.
- **Co-Pilot** (Grants Office) logs submission and begins internal coordination to seek Executive Leadership approval before proceeding.

## 3. Prepare Application

- **Driver** defines project goals and collaborates on program design.
- **Co-Pilot** (Grants Office) facilitates team coordination to write grant application.
- **Co-Pilot** (Fiscal Office) reviews payroll, indirect costs, and any required matching funds.

## 4. Submit Application

- **Driver** confirms application content accuracy.
- **Co-Pilot** (Grants Office) uploads and submits to **Funder**.

## 1. Funder Sends Grant Contract

- **Driver** sends contract to SBCCD's Authorized Signatory (Executive Director, Business & Fiscal Services) to sign.

## 2. Submit Grant Details to Fiscal

- **Driver** provides: Award Name, Grant Amount, Grant Type, and Proposed Budget.
- **Co-Pilot** (District Fiscal) opens the grant account.

## 3. Complete Contract Packet

- **Driver** ensures accuracy of info.
- **Co-Pilot** (Grants Office) finalizes SBCCD contract packet.

## 4. Return Contract to Funder

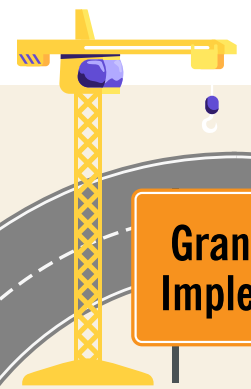
- **Co-Pilot** (Fiscal) sends the signed agreement back to the **Funder**.

## 5. Draft Subcontracts, If Needed

- **Driver** picks community partners to help with the project.
- **Co-Pilot** (Grants Office) writes and sends out the contracts for those partners to sign.

## 6. Submit Initial Invoice

- **Driver** sends invoice to **Funder**.
- **Co-Pilot** (Grants Office/Fiscal) available to answer questions.



## 1. Review Scope of Work

- **Driver** reviews grant deliverables, milestones, invoicing and reporting schedule.
- **Co-Pilot** (Grants Office) available to support.

## 2. Hold Kick-Off Meeting

- **Driver** brings together grant team and partners.
- **Co-Pilot** (Grants Office) available to support.

## 3. Hire Staff, If Needed

- **Driver** fills out HR paperwork to recruit positions.
- **Co-Pilot** (Grants Office) available to support.

## 4. Implement Grant

- **Driver** runs the program, tracks spending, submits invoices, meets with partners.
- **Co-Pilot** (Fiscal/Grants Office) available to support.

## 5. Reporting to Funder

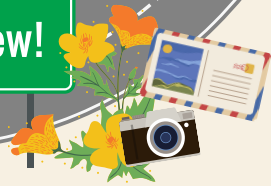
- **Driver** drafts and submits program reports to **Funder**.
- **Co-Pilot** (Fiscal) reviews quarterly, annual, and close-out financials with **Driver**.

## 1. Celebrate & Share Impact

- **Driver** highlights program impact with students, partners, funder, and college leadership.
- **Co-Pilot** (Marketing Office) may help with storytelling and news stories.

## 2. Explore Renewal or New Grants

- **Driver** explores next steps or new project ideas.
- **Co-Pilot** (Grants Office) helps plan and find future funding.



### Who is the Driver?

Person authorized to apply for the grant and in charge of making sure the project is carried out.

### Who is the Co-Pilot?

Campus and District staff who help at different stages, like writing the grant, signing contracts, hiring staff, or marketing.

