



Fuel Up: Application

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 and Co-Pilot** (Grants Office) confirm application for content accuracy, uploads into platform and submits application to **Funder**.

1. Funder Sends Grant Contract

- **Co-Pilot** (Executive Director, Business & Fiscal Services) sends contract to **Driver**.

2. Submit Grant Details to Fiscal

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

3. Complete Contract Packet

- **Driver** initiates and sends contract packet to **Co-Pilot**.
- **Co-Pilot** (Business Services) finalizes SBCCD contract packet.

4. Return Contract to Funder

- **Driver** sends the signed agreement back to the **Funder**.

5. Draft Subcontracts, If Needed

- **Driver** creates sub-agreements for community partners receiving money from the grant.
- **Co-Pilot** (Business Services) available to support.

6. Submit Initial Invoice

- **Driver** sends invoice to **Funder**.
- **Co-Pilot** (Fiscal) reviews for accuracy.

Grant at Work: Implementation

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** (HR) 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.

START



FINISH



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, financial review, signing contracts, hiring staff, or marketing.

Green Light:
Grant Awarded!



EXIT
↑

Arrived:
Scenic Overlook!

