

# Grant Approval Process

## About the Grant Approval Process Form

The Grant Approval Process (GAP) form is a framework designed to gain institutional support and pre-approval for your grant proposal early in the development process, prior to submission to a potential funding agency. The GAP form has been designed to ensure proposed projects are aligned with institutional priorities, are appropriate and feasible based on capacity and resources, and have the support required for success once funded. Only applications that have received pre-approval through this process should be submitted to a funding agency for consideration.

## Steps to Take When Applying for a Grant

### Step 1: Plan for Your Proposal

Discuss your idea with your instructional dean or program lead. This is an important first step, as all grants require the support of the department head that will oversee the grant. Individuals cannot submit institutional grants; they must be submitted by the department that is responsible for their success.

As you discuss your grant idea with your dean or lead, please remember that thoughtful pre-planning is necessary for successful implementation. Grant planning is very similar to new program planning and many factors must be considered as you move forward with your idea. You may consider using the Grant Approval Process form to guide your planning and conversations.

### Step 2: Identify Potential Funders

Identify one or more potential sources of funding. If you have not already done so, there is a list of Prospect Research tools on the Grants Office site that may be useful.

### Step 3: Complete the GAP Form

Complete and submit the Grant Approval Process (GAP) form to the Grants Advisory Team (GAT) for review and pre-approval as early as possible, but at least 90 days prior to the grant submission deadline. The GAP form should be completed with as much detail as you are able to provide about your proposed project. Your Department Chair or immediate supervisor and Area Vice President must sign off on the GAP form prior to submission to the GAT. If you have questions about or need any support with the form, contact the GAT for assistance.

Once the GAP form is fully completed, email it to Tracy Beidleman, [beidleman\\_tracy@smc.edu](mailto:beidleman_tracy@smc.edu). During the GAT's review process, additional information may be requested. Within 30 days of receipt of form, the GAT will notify you if the proposal has received the initial approval needed to proceed.

### Step 4: Write the Grant

Please coordinate your Grant proposals with the Grants Office to ensure transparency and coordination. Grant seekers may be responsible for portions of the proposal writing. Grant support is available from the Grants Office. If you have questions or need assistance, please contact Tracy Beidleman at x4180. The Grant Advisory Team does not write grants but is available to serve as a resource when editing your completed proposal.

Draft proposals should be coordinated with the Grant Office throughout the life of the proposal development process. A near final draft should be submitted to Grants Office no later than two weeks prior to submittal due date for final comments.

### Step 5: Obtain Final Administrative Approval

Once the grant is written and the budget is complete, SMC's executive administration must approve the grant. At the least, this means that the VP of your division will review your application and give you the authorization to proceed. However, if your grant includes significant impacts on Facilities, Information Services, Institutional Research and/or any other department on campus, the program leads of the departments must also approve the grant for

submission. Documentation of final approval by the area VP and sign off by impacted departments should be included with the final submittal. (Please see attached concurrence form).

**Step 6: Submit the grant.**

All grants submitted on behalf of Santa Monica College must be signed and submitted by an authorized organizational representative or designee. Authorized Organizational Representatives currently include Dr. Kathryn Jeffery, Superintendent/President, Christopher Bonvenuto, Vice President of Business and Administration, and Tracy Beidleman, Director of Grants.

A final draft and all supporting documentation should be provided to the Grants Office.

If a grant proposal needs to be submitted by the AOR, please upload the grant and all supporting documentation into the appropriate grant submittal portal. Please note, grant submittal portals may experience system delays on the day of submittal. Additionally, most often grants have specific time by which the proposal is due; e.g. some federal grants are due by 11:59 p.m. ET or 5:00 p.m. local time. Please have grant ready for submittal not less than 24 hours prior to the due date to allow Grants Office time to submit and troubleshoot system if necessary.

Please email Tracy Beidleman at [beidleman\\_tracy@smc.edu](mailto:beidleman_tracy@smc.edu) to confirm the final upload and “Ready to Submit” status.

A submittal confirmation will be provided to you upon submittal of grant.

If the grant is being submitted by the requestor, please email the submittal confirmation to Tracy Beidleman.

**The Grants Office is here to assist and looks forward to working with you and your team!**

**General Information:** Please fill in all information fields.

Request Date: \_\_\_\_\_

Project Title: \_\_\_\_\_  
Request submitted by: \_\_\_\_\_ Ext: \_\_\_\_\_  
Grant Program Title: \_\_\_\_\_

Funding Agency: \_\_\_\_\_  
(Select one) Federal:  State:  Foundation:  Other:

Proposal Deadline: \_\_\_\_\_ Total Request: \$ \_\_\_\_\_  
Performance Period: \_\_\_\_\_ Is a 501(c)(3) required? \_\_\_\_\_

**Type:**  
(Select one) New:  Retry:  Renew:  Other:

1. **Description of Proposed Project:** What specific need or problem will the project address? Who will be served? How many? Describe project objectives and expected outcomes.
2. **Institutional Alignment:** Explain how the project aligns with the of the college.
3. **Institutionalization/Sustainability:** List those activities expected to continue after the grant ends. How will the activities be sustained?

4. **Personnel:**

Will there be any grant-funded staff? Yes:  No:   
If yes, list positions/percentages of time needed (Note - All staff hired must be paid for by the grant budget):

Certificated: \_\_\_\_\_

Classified: \_\_\_\_\_

Other: \_\_\_\_\_

4. **Budget:** Provide a draft of the proposed budget for this proposal. Indicate if matching funds are required.
5. **Facilities:** List the facilities and/or equipment the college will need to provide for this project.
6. **Equipment & Software:** List equipment, software licensing, renewal fees, maintenance and any ongoing support the college will need to provide for this project.

7. **Initial Approval Signatures:**

\_\_\_\_\_  
Department Chair/Immediate Supervisor/Date

\_\_\_\_\_  
Area Vice President/ Date

**GAT AUTHORIZATION TO PROCEED:**

**To be completed by Grants Office:**

<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
<input type="checkbox"/> Date:	<input type="checkbox"/> Date
Comments:	Comments:

**FINAL ADMINISTRATIVE APPROVAL TO SUBMIT:**

\_\_\_\_\_   
Area Vice President/ Date

**GRANT STATUS:**

**To be completed by Requestor and returned to the Grants Office:**

<input type="checkbox"/> Submitted    Date:	<input type="checkbox"/> Not Submitted
<input type="checkbox"/> Funded        Date:	<input type="checkbox"/> Not Funded
Actual Dollar Amount Funded:	
Actual Year Funded Start Date:	Actual Year Funded End Date:

**Grant Approval Process  
Interdepartmental Concurrence**

To ensure transparency and coordination of all resources to support the proposal please ensure that interdepartmental concurrence is sought.

<b>Department</b>	<b>Coordination Required</b> (please provide a brief description)	<b>Signature</b>
Institutional Research		
Facilities		
Information Services		
Other Departments (please identify below):		