

We want you to be successful in pursuing a grant-funded project. The following steps will support the best possible outcome, securing a grant!

Step 1

Research the Project Information

Consider the following:

- Does this proposed project support the [mission of El Camino College](#)?
- What [benefit](#) does this project provide to students, the college and/or the community?
- What are the [project goals and objectives](#)?
- [Who will be involved](#) in this project?
- What is the duration of this project?
- Does this project require specific [space or facilities consideration](#)?
- Will this project require hiring additional staff and/or faculty?
- Is there [data](#) showing the need/benefit for this project?
- Does this project involve community partners outside of El Camino College?
- What is the [estimated cost](#) for the project?
- Is there a particular [grant](#) that aligns with this proposed project?

Step 2

Submit Project Information for review

*Federal: 90 days prior to posted application deadline by grantor
State: 70 days prior to posted application deadline by grantor*

Submit the [Project Information Form](#) with the information gathered in **Step 1**. The information does not have to be completely exhaustive or perfect, however be as thorough as possible.

Step 3

Meeting with the Grants Development and Management Office

The Grants Development and Management Office will schedule a meeting with the submitter to review the project information.

Step 4a

Information Needed

The Grants Development and Management Office will provide the submitter with guidance and resources. The submitter will be instructed to resubmit the [Project Information Form](#) when updated.

Step 4b

Moving Forward

The Grants Development and Management Office will make the recommendation to pursue the grant to relevant Dean(s) and Vice President(s).



Step 5

Process for ECC Administration Approval

The area's Dean(s) and Vice President(s) will approve or deny the submitted Grant Proposal. Upon approval, the Vice President will inform the President's Cabinet to ensure effective communication and collaboration with other departments and projects. The submitter will be notified and informed by the Grants Development and Management Office of the approval and next steps for official grant application to the funder.

Step 6

Let's do this!

The submitter and proposal team will work closely with the Grants Development and Management Office to ensure the grant application is as complete and competitive as possible. All applications are submitted to the funder by the Grants Development and Management Office staff.