El Camino College

Proposal Development Grant-Funded Projects

Congratulations on obtaining approval from the Grants Development and Management Office, along with El Camino College Administration to begin the application process.

Step 1 — Assembling the Application Team

Project Director in partnership with the Grants Development and Management Office will...
- assemble a team to develop the project for application within the guidelines of the funding agency, the Grants Development and Management Office and El Camino College has set forth.

Step 2 — Consultation

Grants Development and Management Office will...
- orient the Application Team to the RFP
- introduce promising practices.
- assist in identifying and mapping assets.
- provide training on Logic Model Development.
- review ECC Data and connect with IRP.
- provide tools to refine budget in connection with Fiscal Services.
- support the development of the projects timelines.

Step 3 — Proposal Development

Application team will...
- refine the program design.
- obtain supporting materials.
- rereview and meet RFP requirements in design.
- do check-ins with the Grants Development and Operations Office.
- draft "final proposal" based on the review and guidance provided by the Grants Development and Management Office.

Step 4 — Submit Proposal for Final Review

Application team will...
- provide "final proposal" to the Grants Development and Management Office.

Step 5 — Edit and Disperse

The Grants Development and Management Office will...
- make edits to the proposal, if necessary.
- disperse copies of completed and approved grant proposal to area Dean(s), Vice President(s) and President.

Step 6 — Submit

The Grants Development and Management Office will...
- submit the official proposal to the grantor.