



Grants and Resource Development Website Factsheet

Instructional Services and Planning
<http://isp.sdccd.edu/grants>

The Grants and Resource Development (**GRD**) website was created to house resources that will assist faculty, staff and administrators in proposal development. As part of the grant funding process, GRD provides the following services, information and resources to help facilitate a smooth proposal development and grant writing experience.

Funding Opportunities Research

GRD frequently researches Federal, State, local, and private funding opportunities available to Institutions of Higher Education, including community colleges. A list of Current Funding Opportunities (http://isp.sdccd.edu/grants/current_funding.html) is updated weekly, but to receive an email notification when new funding opportunities have been released, register at hholmes@sdccd.edu to be added to the distribution list.

Proposal Development Services

1. Referrals for grant writers
2. Technical assistance for responding to RFAs
3. Guidance through the grant writing process
4. Final review and editing to meet formatting requirements
5. Submitting proposals on www.grants.gov – A number of Federal grants require online submission through the grants.gov website. GRD has already pre-registered and is authorized to submit the application for you. Just download and complete the application package, and inform GRD that you will need submission assistance in advance.

Grant Writing Resources

1. General grant application documents and information
2. Examples of Typical Proposal Sections – GRD maintains a bank of awarded proposals and can provide (upon request) samples of what a successful abstract, needs statement, etc. looks like.
3. Sample Templates – GRD will also provide sample templates for budgets, match and Letters of Intent upon request.
4. Boilerplate Language – Every proposal should include the organization's background, description, demographics, and institutional capacity. Since little changes year to year, GRD has posted some standard language to include in your proposal.
5. Evidence of Being an Institute of Higher Education (IHE) – Some federal agencies, like the Department of Education, may require documentation that SDCCD is an IHE. Sharing experiences of other SDCCD grant applicants, GRD has posted on the website various documents that support its claim to be an IHE.
6. Grant References – Some federal agencies may request a list of previous grants and/or references. GRD has posted on the website successful grants and references used in previous proposals.

For more information:

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