

Edison Community College Campus-Wide Grants Process:

Introduction:

Edison Community College (ECC) and the Edison Community College Foundation (the Foundation) encourages its faculty and administrative staff to explore external funding options from governmental agencies, private and corporate foundations in support of academic research, improved instruction, curriculum and programmatic development, student support, facilities and overall institutional advancement activities that align with promote the mission of ECC.

The Office of Institutional Advancement is here to offer guidance in the grant funding process for your selected initiative.

WHO WE ARE

The Office of Institutional Advancement, in collaboration with others, including the Foundation assists in providing resources for the sustainability and growth of ECC and its mission.

Kim Horton is the Vice President of Institutional Advancement and oversees all functions of the Institutional Advancement Office and the Foundation.

Email: khorton@edisonohio.edu

Office phone: 937-778-7806

Carrie Rinehart is the Development Officer specializing in Grants Management and Alumni Relations and assisting with volunteer coordination, annual giving and event planning.

Email: crinehart@edisonohio.edu

Office phone: 937-778-7993

Julie Slattery is the Development Associate managing database functions, administrative coordination, donor communications, business functions of the Foundation office and assistance with event planning.

Email: jslattery@edisonohio.edu

Office phone: 937-778-7805

WHAT SUPPORT DO WE OFFER?

What services and assistance will we provide in the grants process?

The Office of Institutional Advancement will assist faculty and staff in securing and utilizing external resources for their research, teaching, public service and outreach. We will provide the following services and assistance.

- Funding source identification
 - if needed we will help match your funding needs with an appropriate source if available per the content of the proposal and the current funding priorities
- Proposal development
 - the Office is able to provide current and standardized data and information about ECC, its programs, partnerships and impact in the community as well as the standard,

- o required attachments which accompany most requests for proposals from funders
 - o assistance in proposal review to determine complete content
 - o assistance in budget development per the parameters of the proposal request
- Proposal submission
 - o ensuring that all ECC requirements of the proposal are completed in a timely manner in conjunction with the submission deadline
 - o assisting with the delivery of the proposal to the funding agency (it must be mailed through the IA Office)
- Project administration
 - o assistance in administering funds that have been received

What other resources are available for research and assistance?

- The Foundation Center's Cooperative Collection, grants.gov, and other internet based sites for funding opportunities
- The "Federal Register", "Chronicle of Higher Education," "Chronicle of Philanthropy" and other periodicals
- Access to information and training sessions through local public libraries

WHAT SHOULD YOU DO?

- Ask about "Pie in the Sky"
- Stop in to see us or schedule an appointment
- Send us a brief description of your funding interests
- Let us know about opportunities of which you become aware through colleagues and/or professional meetings
- When you know you would like to pursue funding for an idea complete the Grant Request Form <http://www.edisonohio.edu/index.php?page=grant-request-form>

Purpose of the Grant Request Form

1. To account for all the grant requests, applications, and awards through a centralized process and department.
2. To ensure fair and appropriate prioritization of multiple projects.
3. To assist in the process of growing an idea into a fundable project.
4. To assist in the determination of the alignment of project to ECC strategy and mission.

Grant Request Process

1. Complete the grant request form in its entirety: Click here: <http://www.edisonohio.edu/index.php?page=grant-request-form>
 - For future or outside reference, the form is located on the Edison web page:
 1. "About Us"
 2. "Employee Resources"
 3. "Grant Request Form"

2. When completing the form, please address each of the following that apply to this project within the responses:

Project Information

- Name of Project
- Total amount of project
- Project start date
- Project leader
- Describe the project and outline the strategic impact to ECC and its overall plan and mission
 1. What is the desired outcome?
 2. What are the benefits?
- Which of the key results of the ECC strategic plan does the project support?
 1. Sustain positive employee engagement
 2. Practice fiscal sustainability
 3. Cultivate and improve student success and completion
 4. Actively engage with and be a valuable resource for the community
 5. Vigorously promote an awareness of the comprehensive nature of Edison's support of the community
- Is the project new or an extension of an existing program?

Financial Information

- What amount will you be requesting from the grantor?
- What are the matching dollars required of ECC?
- Are there in-kind matching expectations in addition to or in lieu of the matching dollar amount from ECC?
- Has the college allocated any funds toward the project to date?
 1. If so, please include the amount?
- Which funding agency/ies will you approach?
- How will the program continue beyond the grant funding cycle?

Stakeholder Perspective

- Who are the stakeholders for this project (students, alumni, staff, faculty, community partners, donors, volunteers)?
 - If the project is part of a collaboration, briefly describe the other partners and describe the mutual expectations and benefits.
3. Once the form is complete, please obtain your direct supervisor's permission for the project and the form's submission.
 - The requester will notify the completed application to the Development Officer, Carrie Rinehart crinehart@edisonohio.edu.
 4. Submit the completed form to the Development Officer, Carrie Rinehart, crinehart@edisonohio.edu and to your supervisor when the grant request is completed.

5. The Development Officer will review the application and notify the Grants Advisory Committee of its receipt.

GRANTS ADVISORY COMMITTEE

The Office of Institutional Advancement receives campus input regarding grant funded opportunities through its advisory group. Current members are:

- Kim Horton, Vice President of Institutional Advancement
 - Patti Ross, Interim Senior Vice President for Academic Affairs/ Dean for Information Technology and Engineering
 - Becky Telford, Director of Institutional Research
 - Naomi Louis, Dean of Arts and Sciences
 - Shirley Moore, Dean of Business and Workforce Development
 - Gwen Stevenson, Dean of Nursing and Health Sciences
 - Carrie Rinehart, Development Officer
6. The committee will review the proposal based on the Review Process Criteria.

Grant Review Process Criteria

- Alignment with the strategic goals and mission of the college.
 - What is the potential impact of the project?
 - What is the administrative scope of the project with regard to college resources?
 - Determined availability of a funding source.
 - Projected sustainability of the project beyond the grant cycle.
 - Does this project conflict with other pending or active initiatives?
 - Can we be assured in our presentation of this project and all of the above criteria to campus and volunteer leadership?
7. Based upon the above criteria, the committee will either approve or disapprove the proposal.
 8. The Development Officer will provide notification of the committee's decision.

If Approved

1. The Grants Advisory Committee will identify and coordinate a writing team for the grant. The Development Officer will monitor the required assurances.
2. Upon completion the proposal will be reviewed by the committee and submitted to the President for final approval and signature before it is submitted to the funding source.

If Not Approved

1. The Grants Advisory Committee will identify revisions if necessary and invite resubmission or offer a detailed explanation as to why the proposal will not be pursued during this round of funding.

Thank you for your time and attention to this important process. We look forward to hearing from you!