



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 4 – Instructional Services

5120.5 - WRITING PROPOSALS FOR GRANTS AND CONTRACTS

This Procedure outlines the tasks that must be completed in order to complete the writing of a project proposal.

FUNCTION

1. Definitions

- a. Grants and Contracts Project Manager's Planning Guide (Form 5100.2a): A planning outline used by project managers to develop a project idea into a detailed plan. The document from which the proposal writer gleans required data.
- b. Proposal Guidelines: A multi-paged document published by the funding agency which outlines rules and regulations governing the funding program and guidelines for writing the proposal.
- c. Project Manager: The person assigned by the president or director to develop the proposal and manage the operation of the project if funded.
- d. Proposal Writer: The person employed to write the proposal.
- e. Grants and Contracts Coordinator: The person who hires and assigns the writer and works with the project manager and writer to develop a successful proposal.
- f. The Proposal: The multi-paged document written for submission to the funding agency.

2. Restrictions

- a. Foundations do not provide guidelines for proposals. The grants and contracts coordinator shall furnish suggested format for foundation proposals.
- b. Foundations must be sent short letters requesting funding before a proposal is submitted. The grants and contracts coordinator shall consult with project manager to develop such a letter to be sent to selected foundations.

IMPLEMENTATION

1. Responsibility

- a. Project manager is responsible for:

- 1) Developing project according to planning guide (Form 5100.2a)
- 2) Furnishing written outline to writer
- 3) Working with writer on writing project proposal
- 4) Directing writer to sources of statistical information needed in proposal which are not included in planning guide
- 5) Supervising the writing of the project
- 6) Submitting-the proposal for approval by the president

b. Proposal writer is responsible for:

- 1) Obtaining a copy of guidelines from project manager or grants and contracts coordinator
- 2) Studying guidelines to become familiar with the requirements of a successful proposal
- 3) Obtaining a copy of completed planning guide from project manager
- 4) Writing narrative part of proposal according to guidelines by using information from planning guide and consultations with project manager
- 5) Completing statistical part of proposal by collecting required statistical information from planning and evaluation services, business services, student services, etc.
- 6) Submitting proposal to be typed in accordance with the college/ center program or District headquarters procedures.
- 7) Obtaining signatures from:
 - a) Business Services representative on back of budget pages;
 - b) Assistant Chancellor - Business Services on certification of nonprofit status of District;
 - c) A representative of Human Resources on back of page detailing project personnel;
 - d) District affirmative action officer on non-discrimination and grievances certificates;
 - e) President or director on front page and other certification pages.
- 8) Submitting a final copy to grants and contracts coordinator for review and filing
- 9) Submitting original copy of proposal to project director

2. Sequence of Events

- a. Grants and contracts coordinator assigns writer to project and allocates funds to pay writer.
- b. Writer obtains:
 - 1) Copy of program guidelines from grants and contracts coordinator or project manager
 - 2) Copy of completed grants and contracts project manager's planning guide from project manager
- c. Writer reads and analyzes guidelines to determine:
 - 1) How to organize narrative
 - 2) What statistical and budgetary information is needed
 - 3) What should be included in appendix
 - 4) How to slant the proposals
- d. Writer reads completed grants and contracts project manager's planning guide to:
 - 1) Acquire an overview of what the project is about
 - 2) Assess the information included in the planning guide
 - 3) Decide what information not included in the planning guide is required
- e. Writer consults with project manager to:
 - 1) Secure clarification on information and fill in information gaps
 - 2) Secure clarification on slanting proposal and funding strategy
 - 3) Secure instruction on obtaining missing information
- f. Grants and contracts coordinator is available to advise both writer and project manager on proposal development.
- g. Writer:
 - 1) Writes narrative
 - 2) Collects and organizes statistical data
 - 3) Completes budget, statistics and assurances in proposal
 - 4) Procures various required signatures and sign-offs from business

services, personnel, etc.

- h. Writer consults with grants and contracts coordinator and project manager during the development of the proposal.
- i. Project manager arranges for final draft of proposal to be typed and assembled at the college/adult/EDD/District headquarters.
- j. Writer submits:
 - 1) One copy of proposal to grants and contracts coordinator for revision and filing
 - 2) One original with required copies of proposal to project manager for submission and filing.

FORMS/REFERENCES

- 1. Form 5100.2a Grants and Contracts Project Manager's Planning Guide.
- 2. Funding Agency's Program Guidelines.
- 3. Funding Agency's Proposal Forms.

(Forms are stocked and issued by the District Office, Grants and Contracts Coordinator.)

Adopted: September 7, 1977

SUPERSEDES:
New Procedure