



Soliciting Our Support: Developing a Grant Proposal at CCSF
Office of Research, Planning, and Grants
Office of College Development

Grant proposals can develop in two ways: based on an idea you already have or according to an available source of funding. The following addresses the process for engaging the support of the Grants Office and the Office of College Development when you have an idea but are unaware of a funding opportunity.

Grounding Your Vision:

- Consider yourself an active member of the grant development team—your vision and its presentation are critical to winning grants!
- Begin by: (1) defining your idea; (2) outlining how to achieve it; and (3) identifying its potential impact on students and the college.
- To develop your idea, objectives and impact, consider the following questions:
 - a) *What is the problem?* What is happening? Why is it happening? Who is involved? How do you know this? Keep records of research.
 - b) *What are potential solutions?* Brainstorm about ideas to solve the problem. Be creative. Take good notes.
 - c) *What are the advantages & disadvantages of the solution(s) we propose?* What will it cost?
 - d) *How can we document this information?* Develop your own statistics. Look at published research.
 - e) *How are we unique?* Why are you best suited to carry out this project?
 - f) *How are we similar to others?* How can you be a model for others?
 - g) *Who is part of our team?* Get everyone's name, phone number, fax, address, and e-mail who is involved with the process.

Engaging Our Support:

You:

- Write a preliminary proposal or abstract that includes your vision, objectives and potential impact.
- Share your proposal with *both* the Office of Research, Planning and Grants (khershbe@ccsf.org) and the Office of College Development (ksalioto@ccsf.edu).

We:

- Determine the best source of funding and most appropriate office to support your proposal.
- Assist you in writing your proposal by tailoring and crafting content and formatting.
- “Sell” it to the state and federal government (Office of Research, Planning and Grants) and to private funders and foundations (Office of College Development).

Writing Your Proposal:

- A grant proposal is a written justification for resources requested.
- Proposals may vary in length, format and quality but most include a standard set of elements:
 - a) Need,
 - b) Objectives (Purpose),
 - c) Methodology (Procedures),
 - d) Evaluation, and
 - e) Budget.

Contacting us for assistance

- **For more information, please contact:**

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