Delaware Valley College

Grant Application Process

October, 2007
What’s So Great About Grants?

Grants are good for the College, faculty, staff and students.

For the College, grants can …
- Provide resources, not otherwise available, to enhance or expand the mission
- Help mitigate the financial pressure on tuition
- Enhance the educational experience for students
- Contribute to the reputation of the institution
- Expand outward focus through new partnerships and relationships

For Faculty and Staff, grants can …
- Provide a vehicle for professional growth and development
- Enhance the ability to offer students more meaningful educational experiences
- Contribute to the development and/or understanding of new knowledge
- Expand outward focus through new partnerships and relationships
- Contribute to the professional reputation of the faculty or staff member

For Students, grants can …
- Provide access to educational experiences to which they would not otherwise be exposed
- Offer interesting internships and work experiences
- Contribute to the development and/or understanding of new knowledge
Objective

To optimize Delaware Valley College’s grant application capability.

Specific Objectives

• To increase the level of funding coming from grants

• To encourage grant applications of high quality with high success rates

• To validate that grant applications are for purposes consistent with the College’s strategic direction and priorities

• To ensure all necessary College resources are aware of, and committed to support, approved grant applications
Grant Application Overview

The grant application process is simple, but depending on the situation can entail a significant amount of work.

Institutional Advancement’s role is to lead the process and work with you throughout.
Step 1  Initiate Grant Concept

Concepts for new grants come from faculty and staff.

To pursue a concept …

• **Identify the Sponsor** -- Each concept needs to have a “leader or advocate.” Usually, it is the person who comes up with the idea, but not necessarily.

• **Contact Institutional Advancement** to discuss the concept and get a sense of how it will fit into the grant application process
  Roy Ortman, Grant Writer
  215-489-6362 or roy.ortman@delval.edu

• **Complete Form 1** -- The Sponsor completes the “Preliminary Grant Application Form” (see instructions) in collaboration with Institutional Advancement. The primary content is a short description of the concept.
Step 2  Approve Grant Concept

Form 1 must be approved to ensure the grant concept has clear management support.

Form 1 Approvals

- Faculty originated grant concepts -- approved by the appropriate Department Chair, Academic Division Dean and the V.P. for Academics

- Staff originated grant concepts -- approved by the appropriate Administrative Director and the V.P. cabinet level member.

Form 1 Submission Deadlines

- March 15th
- June 15th
- September 15th
- December 15th

Grant concepts will be evaluated in groups and decisions made on which to go forward with within 30 days of these deadline dates.
Step 3  Identify Potential Funding Sources

Institutional Advancement has the responsibility to match approved concepts to funding sources.

• Sponsor may have potential funding sources in mind. If so, great!

• Institutional Advancement will research additional potential funders after the concept is approved
  • Federal, state, local governments
  • Private foundations
  • Corporations
  • Alumni and friends
  • Combinations of above
Step 4   Write the Grant Application

Upon approval of Form 1, the Sponsor also has primary responsibility for developing the core content (guts) of the application.

• Form 2 “Grant Application Form” must be completed (see instructions)
  • project narrative
  • statement of significance
  • methodology for meeting goals
  • budget
  • method of evaluation

• Institutional Advancement will assist the Sponsor to the extent needed
  Examples: help in coordinating required college expertise such as Facilities, Capital Projects, Business & Finance, Information Technology; building a budget; brainstorming distinctive differentiation for the College; researching external ramifications; suggesting emphasis of funder “hot buttons”

• Institutional Advancement will develop a funding strategy for the approved idea
  • number of applications to be filed and which funders
  • customize messages for each funder
  • identify additional requirements, deadlines, matching funds
  • identify other information that may improve likelihood of success such as board/alumni connections or similar projects funded

Collaboration is important to ensure applications say what the College wants, and are targeted to the specific interests and parameters of funders.
Step 5  File the Grant Application

After Form 2 is completed, Institutional Advancement is responsible for moving the grant application forward.

Institutional Advancement Duties

• Manage deadline requirements

• Complete and file the application whether it be a formal application form or an informal letter proposal. The application may also include extensive information about the College, its financial condition, its Board of Trustees and Management, etc.

• Follow-up and keep the Sponsor and Management informed of status

• Coordinate answers to follow-up questions from funders
Step 6  React to the Outcome

At some point, the College will hear the disposition of the grant application.

If we are successful …

Institutional Advancement will:
- Arrange to send appropriate thank you(s), acknowledgements and press releases
- Ensure all parties including the Sponsor, Management, Business & Finance are aware of the grant’s implementation requirements such as contracts, updated budgets, progress reports.
- Working with the sponsor, create a stewardship plan to help guide the continuing relationship with the funder.

The Sponsor will:
- Begin responsibilities as the project manager to implement the grant or
- Arrange for the appointment of another project manager

If we are unsuccessful …

Institutional Advancement will find out why and communicate to all participants
Step 7  Exercise Stewardship

We seek to build long term relationships with grant funders. It is clearly not in the College’s best interest to “take the money and run.”

Good stewardship entails …

• Understanding the culture and specific information needs of the funder

• Feedback on the grant results. As appropriate,
  • Formal progress reports
  • Testimonials
  • Informal telephone updates
  • In-person presentations

• Periodic updates on the College’s activities

• Invitations for visits and tours

• Having a stewardship plan. Specifically, who is going to do what, when. This may also apply to funders who have rejected a specific application but have a continuing interest in our activities

Good stewardship will position the College for a flow of grant funding for many years.
## Instructions for Grant Application Forms

### How do I get the Forms?

Form 1 and Form 2 can be found by going to: 
**DelVal Intranet / Offices & Services / Institutional Advancement / Grant Application Forms**  
or by contacting Institutional Advancement

Save the Form on your computer. Complete it. Distribute via email.

Physical signatures are required for Form 1

### Questions

Contact Institutional Advancement anytime throughout the process

**Roy Ortman** 215-489-6362  roy.ortman@delval.edu

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### Form 1

**Preliminary Grant Application Form**

**Purpose**  
(1) To document in the Academic arena, how the concept advances the educational experience of students; in non-academic arenas how the concept advances high priority infrastructure or support capability.  
(2) To determine whether the College desires to go forward with the grant concept.  
(3) To ensure all necessary parties are aware of, approve of, and are committed to working to complete the application; and if the grant application is successful, to implement.

**Responsibility**  
The Sponsor in collaboration with Institutional Advancement. The Sponsor must also obtain the required sign-offs up to the V.P. for Academics/Dean of Faculty or V.P. cabinet level member, as appropriate. The V.P. for Academics or staff V.P. cabinet level member, or their designees, are responsible for obtaining the remaining signatures on the Form.

**Deadlines**  
For submission to the V.P. for Academics/Dean of Faculty or V.P. cabinet level member each March 15th, June 15th, September 15th and December 15th. Grant concepts will be grouped and decisions made four times per year, generally within 30 days of the deadline dates.

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### Form 2

**Grant Application Form**

**Purpose**  
To develop and record the core content of the grant application

**Responsibility**  
The Sponsor in collaboration with Institutional Advancement

**Deadlines**  
As determined by the Sponsor and Institutional Advancement factoring-in funder deadlines