

SEEKING GRANT FUNDS: FREQUENTLY ASKED QUESTIONS

Are there resources outside of the college's operating budget that can support MCC's work?

Government and private foundations often provide funding for new projects or to meet departmental needs. *However, you should seek funds to supplement your operating budgets, not to replace them. Funders don't fund completed or partially finished projects; they are looking for new or expanded projects.*

Can someone help me find funding to expand an existing program or initiate a new project?

Schedule an appointment with Wendy Moylan, Director of Resource Development or Caroline Sobolak, Resource Development Specialist. *Be prepared to discuss specific activities, goals and projected outcomes of your proposed project.* (See the Grant Discussion worksheet on the web page.) The time it will take them to find an appropriate funding source varies, but the Grants Office will keep you posted on the progress of that research.

If I have a project idea, how do I know it will be supported by MCC's administration?

The college's strategic plan can help gauge whether your project is a priority. Discuss your ideas not only with your supervisors, but also with the staff inside and outside of your department that will be affected by your project.

A signed Request to Pursue Funding Form will signal to the Grants Office that you've gained administrative support. The Grants Office cannot seek funding until it has received it. (You can obtain this form on the web page.)

Is there grant-writing support for faculty and staff who want to pursue funding opportunities?

Yes. The Grants Office directly supports staff and faculty's pursuit of grants. Wendy coordinates the support and timeline necessary to submit a grant application by convening a team of individuals involved in project development and implementation. The team discusses the information needed to submit a grant proposal and each team member may be asked to write portions of the proposal. Wendy may also write a draft of the proposal based on your information and will share it with you.

Who will help me develop a project budget?

All grant budgets should be discussed with Tami Krohn, accountant, who will help you develop a proposed budget based on the funder's guidelines. She will know what program expenses are allowed by the funder and how best to fulfill any matching fund requirements.

Does the college's position approval and classification process apply to new staff positions and salaries included in grant-funded projects?

Yes. Almost every new staff position budgeted through a grant follows the same process that a "regular" position does. Every full-time staff position must be approved by the Board of Trustees and must be classified by the Classification Committee. During the grant writing and budget development process, you are required to alert Nancy Loomis, Assistant Vice President of Human Resources, of any new positions sought through grant funds. She will work with you to develop a job description and orient you to the classification process that determines salary. Please allow enough time to work with her.

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Keep in mind that all staff positions, including those funded by grants, are included in the union. As a result, when the position is eliminated once grant funding has ended, the staff person still has the right to use their “bumping rights” based on college staff seniority.

If a grant has been identified, but the proposal deadline is immediate, should we pursue it?

The Grants Office will work with you to best judge whether the time allotted for submitting a grant application is sufficient to develop a winning proposal. Sometimes, it is best to wait until the funder’s next grant cycle (i.e., giving calendar) in order to properly prepare a winning proposal.

If I want to write my own grant proposals, do I need to work with the Grants Office?

Yes. Please work with the Grants Office even if you’d like to write your own grant proposals. By working with us, we can ensure that all of the college’s grant pursuits and outcomes are coordinated and tracked within one office, and that proposed budgets accurately reflect the college’s investment in your project. *Keep in mind that a grant proposal, when accepted, is a legally binding contract. By working with the Grants Office, you’ll ensure the College isn’t compromised unknowingly.*

That doesn’t mean we want to usurp your work; we just want to be aware of it! Please let us know if you are working on any grants, and make sure Wendy and Tami have a copy of your current grant proposals and awards on file.

Once my project is awarded a grant, how do I start using the money and who is responsible for making sure the proposed outcomes are achieved?

During the grant seeking process, a grant administrator will be identified. Once a grant award is made, the grant administrator will meet with Wendy Moylan and Tami Krohn to review grant requirements. After that meeting, Tami sets up accounts to which project expenses will be charged.

The grant administrator will be responsible for the following:

1. ensuring that the grant is used the way in which it was proposed;
2. meeting all of the funder’s programmatic and budgetary requirements;
3. submitting required financial and narrative reports to the funder;
4. forwarding copies of any reports submitted to a funder to both Tami and Wendy for their records.

While Tami will help prepare financial reports, it is up to the grant administrator to alert Tami of reporting deadlines well in advance. By request, Tami will provide the grant administrator with information on the status of grant revenues, expenditures and other transactions. If you’re having trouble tracking this information by yourself, Tami will show you how to track it on the mainframe.

If you have any other questions about the grant-seeking process, please contact: Wendy Moylan, Director of Resource Development, A218, Ext. 7518, wmoylan@mchenry.edu . WE LOOK FORWARD TO WORKING WITH YOU!
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