Grant Development Flow Chart

Step #1: Plan Ahead
Know what you want to do and consult with your Division Director or Assistant Superintendent to ensure project alignment with SJCOE and departmental goals.

Step #2: Search for Funding Sources
Look for funding sources that fit your program or project, not vice versa.

Step #3: Meet with the Grant Development Office
Contact GDO to discuss potential funding sources, clarify roles, identify timelines, determine who will be the lead grant writer, and complete SJCOE's Intent to Apply form.

Step #4: Write the Grant Proposal

Department/Program Writing
If GDO will not be the lead writer the Department/Program will write and finalize the grant narrative. Please contact GDO if you need any assistance or have questions.

Grant Development Office Writing
If GDO will be the lead writers, include them in all grant meetings and provide them with a detailed outline of the program or grant project. GDO will meet with you regularly to discuss progress and review draft and final grant narratives.

Step #5: Submit Final Draft to GDO for Review
GDO highly recommends that all grant proposals be reviewed by its office at least five (5) days prior to the submission deadline. GDO has found this helpful in ensuring the proposal does not need further edits or grammatical/spelling corrections and the narrative meets the requirements of the application.

Step #6: Submit the Proposal
Only authorized signers have the authority to enter into binding contracts on behalf of SJCOE. You may not sign off on your own grant proposal. GDO will assist in securing required signatures and submitting the final proposal.