

Initial Considerations for Funding Requests

1: What is the need for funds? Why does the situation matter? Start by exploring the situation that's motivating you.

2: Does it align with the College's mission and vision?

Mission: "Barton offers exceptional and affordable learning opportunities supporting student, community, and employee needs".

Vision: "Barton Community College will be a leading educational institution, recognized for being innovative and having outstanding people, programs and services".

3: Can Institutional Advancement (BCC Foundation <http://bartonccfoundation.org/>) or The Center for Innovation & Excellence <https://internal.bartonccc.edu/center> provide the funds? Support may already be available and would likely be quicker and easier than going through the grant application process.

4: Eligibility – Does Barton meet grant requirements to apply?

5: The Outcomes – What change is possible? What are the expected results? How do you want the situation to change? (key words to consider: increase, decrease, reduce)

- **Consider SMART goals:** Specific, Measurable, Achievable, Reasonable, Timely (when will goals be met)

6: Methods – How will you produce the change? Who will be in charge of the project? Will others be involved?

7: Budget – What is the anticipated dollar amount needed? Will the proposed funding meet our need?

8: What time and effort will be required by you to complete this process? Make sure to consider:

- Grant size and scope: Does the application have just a few priorities/areas to address or is it larger? Is this a process/program change, creation, or something else? Is the grant amount worth the amount of time and effort required to apply, carry out, and report back to the grantor?
- Data gathering: Do you have the data ready to go? Can we get the necessary data from IE? Do we need to develop/distribute surveys or create data collection methods?
- Partners/Staffing: Can existing staff manage the project? Does someone else need to be involved? Are there other groups in the institution doing similar work? Can we leverage collaboration to share the work (both in the application process and once awarded)? Will the grant support the hiring of additional staff?
- Timeline: Do we have enough time to complete the application with the resources we have or need to develop?
- Feasibility: Do we have the resources to manage the grant when we receive it? Do you have the time in your area to devote to developing the end project goal?
- What does long-term sustainability look like?
- Who will manage the reporting requirements and budget?

9: Anticipated assistance – What will you need from the Grants office?

- RFP review
- Grant development/writing/editing
- Grant submission