

## Overview

Writing a grant requires critical analysis of the college's mission and paralleling the grant concept to that mission, obtaining institutional buy in, and developing the grant in a way that advances the College's strategic plan and organizational objectives. The next step is the actual development of the proposal that meets the granting agency's standards. The Grants Office, working under the Office of Institutional Advancement, coordinates grant/proposal development by matching your ideas with funding initiatives from federal, state, foundation, corporate, and other sources.

The process structure remains the same with each proposal developed and submitted by Tri-County Technical College. **The Economic and Institutional Advancement Office, and more specifically the Grants Office, is the clearinghouse for all projects developed and submitted by the College.** No partnership between Tri-County Technical College and another entity will be created, nor a grant submitted without the knowledge/sign-off of the Director of Grants (for specific instructions please see the Grant Office Internal Sign-Off Form). Ruby Hicks Administration Building, Institutional Advancement Office, Suite 200.

The typical flow of this process is the following:

