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Los Angeles Southwest College Mission
In honor of its founding history, Los Angeles Southwest College empowers a diverse student population to achieve their academic and career goals, and to become critical thinkers and socially responsive leaders.

Los Angeles Southwest College Vision
We strive to inspire, enrich, and transform our students to become active participants in shaping our local community and the changing global world.

Los Angeles Southwest College Values
To fulfill the college mission, Los Angeles Southwest College faculty and staff are guided by the following core values:

Accountability and Integrity
We are accountable to our community through the ethical implementation and assessment of our mission and vision, and in the responsible management of our resources.

Collegiality
We work actively to create communities of mutual respect and shared concern that support and sustain open debate and progressive discourse.

Excellence and Innovation
We strive to create a culture of excellence and continuous improvement through the use of innovative pedagogy and technologies that challenge our students, faculty, staff, and administrators to meet the highest educational and professional standards.

Student Learning and Success
We respond to the needs of students by creating a learner-centered environment that promotes student success and academic excellence.

Civic Engagement
We provide quality services and opportunities to tomorrow’s leaders by encouraging public awareness and participation in the community.
LOS ANGELES SOUTHWEST COLLEGE
Grant Acquisition Process

Step 1: Initiator(s)
Step 2: Grant Assessment Team
Step 3: Campus and Community Collaboration
Step 4: Grant Fund Team
Step 5: Implementation and Evaluation
Step 6: Post-Grant Project Requirements
Introduction to the Grant Acquisition Process

The Grant Acquisition Handbook describes the process for seeking and acquiring federal and private funding at Los Angeles Southwest College. The impetus for this process is to create an ongoing method of promoting campus and community collaboration in student success improvement efforts, through private and federal funding opportunities, which are both equitable and inclusive. This handbook serves as a tool that will guide initiators through the process.

The grant acquisition handbook includes instructions on how to participate in the grant acquisition process. Grant initiators, teams and project managers will be able to follow this handbook as a guide and a resource to participation and contribution to the planning, implementation and evaluation of grants.

Step 1: Initiator(s)

An initiator can be any individual or group of individuals interested in working with Los Angeles Southwest College’s mission to empower a diverse student population to achieve their academic and career goals, and to become critical thinkers and socially responsive leaders. Once the individual(s) have identified a funding source, they will need to complete the Grant Launch Form. This form is designed to assist interested parties in matching the grant’s requirements with the college’s resources and goals. For example, during this phase individual(s) will draft a preliminary budget, identify how the funding source will benefit students, map an initial timeline and identify deliverables. Once completed the form will be reviewed by the General Assessment Team.

Step 2: General Assessment Team

The General Assessment Team is a sub committee of the Strategic Planning Committee. The team is made up of representatives from a variety of constituency groups on campus, including students, faculty, staff and administrators. The team manages, reviews and directs the grant proposal process to ensure a timely, accurate and detailed submission. The team reviews the Grant Launch Form submitted by the initiator using a GAT checklist rubric. The rubric is designed to ensure the grant fits with the colleges strategic plan, and that it’s a “good fit” for the college.

General Assessment Team Members

The General Assessment team is made up of members of the Strategic Planning Committee. In order to participate on the General Assessment Team, individuals must abide by the Best Practices Guide set of rules and standards. Committee member must plan to attend every meeting. It is important to the success of the process that committee members attend and participate at monthly meetings. With support of the SPC Committee chair, the committee will keep track of grant proposals, submission dates, deadlines and resource requests. The role of the committee will be to evaluate each Grant Launch request for broad application to Los
Angeles Southwest College’s guidelines for approval. If the committee believes a sufficient issue exists that conflicts with the College’s guidelines for approval (see below), it will provide a brief explanation to the initiator discussing their concerns and explaining why the grant cannot be pursued. Feedback from the assessment team will be given within ten days.

Guidelines for approval (checklist)
The committee will use the GAT checklist standards to determine a “good fit” for pursuing grants at LASC:

1. Continuing grant previously funded
2. Grant ties in to an existing program plan, College goals and objectives (Strategic Master Plan, Educational Master Plan, Facilities Master Plan, and Technology Master Plan) or stated need of the college
3. Does not require matching funds
4. Does not require institutionalization after the grant ends
5. Does not impact current staffing (Students, Classified Staff, Faculty) or Space

If approved, the proposal will move on to step 3, if not, it will be returned to the initiator with an explanation.

Step 3: Campus and Community Collaboration
Once the General Assessment Team has approved the Grant Launch Form, the team will inform the Los Angeles Southwest College campus and community. Those interested in collaborating will be encouraged to form a Grant Fund Team.

Step 4: Grant Fund Team Established
The role of the Grant Fund Team is to gather data, identify resource needs on campus, and to write the proposal. These individuals will be required to go through a brief training and also agree to abide the committee’s Best Practices Guide.

Project Manager
Each team will identify a Project Manager who will be responsible for overseeing the process and ensuring all needed data requests are completed in a timely manner and that compliance with internal and external policies are ensured. The Project Manager will also act as the institutional representative throughout the life of the grant, ensuring deliverables are met, reporting updates to the College Council, and executing any required follow up reports.
Grant Fund Team Members
The team should consist of:
  - Project Manager
  - Content Expert
  - Administrative representative
  - Student and/or community constituents
  - Representative from all impacted campus units

Inventory of Process Elements (IPE)
The team will work collectively or individually on each part of the grant proposal. To this end the LASC Inventory of Process Elements (IPE) form has been developed to assist the team in gathering and organizing information. The IPE elaborates on data gathered in the Grant Launch Form. When the IPE is completed it will be submitted to College Council for approval.

If approved, the Project Manager will write the grant proposal and, in collaboration with the Dean of Institutional Advancement, submit it for approval. If the grant is a collaborative effort with other campuses, the project manager is responsible for representing the Grant Fund team and reporting back to its members and the Dean of Institutional Advancement.

Resources
LACCD – Economic & Workforce Development
NSF Guide for Proposal Writing
Human Frontier Science Program – Art of Grantsmanship
Foundation Center Proposal Writing Short Course
GRANTS.GOV

Step 5: Implementation and Evaluation
The grant implementation and evaluation process is vital to successful completion of the acquisition process. During the implementation phase, once the Grant Project Manager has been notified that the grant status (awarded or not awarded), s/he will submit notice of the award status to the Dean of Institutional Advancement and the General Assessment Team. If awarded, notification of the acquired grant will be shared at College Council and Strategic Planning Committee (SPC). In collaboration with the PIO, the General Assessment Team will inform the campus community of the award acquisition.

The Supervising Administrator will serve as the primary College administrator for overseeing the design, implementation, monitoring, outcomes, and related requirements of the grant. The Supervising Administrator will ensure compliance with Federal, State, District, and College grant requirements. The Supervising Administrator will meet with the Grant Project Manager as needed throughout the duration of the grant award period. In collaboration with the Grant
Project Manager, the Supervising Administrator will provide updates on Annual Performance Reports to SPC.

The Grant Project Manager is responsible for carrying out the grant project as described in the submitted grant proposal and ensuring that the goals of the grant are being met. The Grant Project Manager will perform tasks outlined in the accepted proposal; ensure that grant project administration is in accordance with Federal, State, District, and College policies/guidelines. The Grant Project Manager will be responsible for exercising all the programmatic and technical decisions that affect the grant project and for following all research-related requirements. In collaboration with the Supervising Administrator, the Grant Project Manager will provide updates on Annual Performance Reports to SPC.

During the evaluation phase, the Grant Project Manager will work closely with the Office of Institutional Research and Advancement to develop an evaluation plan. The evaluation plan will consist of measurable outcomes and goals that meet the requirements of the grant, and evaluation reports. Evaluation reports should include answers to the following questions:

- Whom did the grant serve?
- What goals were accomplished?
- How do these goals align with the College Mission and Strategic Plan Goals?
- What are the measurable outcomes?

The Office of Institutional Research and Advancement will maintain electronic and/or physical project files. Copies of all grant related files are to be forwarded to the Office of Institutional Research and Advancement immediately upon receipt by grant project staff. Project files will be retained for a period of time, as specified by funding agency, after successful closing of a grant project. Project files will include the following:

- RFP, program guidelines and application instructions
- Budget forms and related documents
- Contract and award letter
- Official correspondence (including email messages)
- Performance reports and supporting documentation
- Contact information of grant project staff (mailing address, email addresses, and phone numbers)
- Other pertinent documentation

Request for grant project data will be done in a timely manner. Grant project performance reports will be reviewed in consultation with the Grant Project Manager to ensure report accuracy.
**Step 6: Post-Grant Project Requirements**

Grant Project Managers will contact the Supervising Administrator 60 days prior to the grant period expiration date to initiate and plan grant close-out activities. Close-out activities will include review of the budget, termination of grant project staff and special assignments\(^1\), finalizing purchasing activities, planning for the relinquishing of space or equipment that the College may have loaned, review of grant related documents, and preparation of programmatic and fiscal reports. The Grant Project Manager will prepare and present a final report, detailing the grant projects outcomes, to SPC. The success of the grant project, as detailed in the final report, may be used in cases where the College considers institutionalization of the program.

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\(^1\) Education code and Personnel Commission rules must be followed