Guideline for Grant Funded Project Management

Grant funded projects could be of different size and could be initiated and managed by various departments or programs of the college. The purpose of this guideline is to achieve three things:

1. efficiency and effectiveness in developing and timely submission of grant proposals;
2. compliance to the requirements of the funders and other applicable procedures, regulations, rules and laws that govern the project; and
3. efficient and effective implementation of the project with clearly defined accountability.

Guideline

1. Before spending much resources and time, whether it is a solicited or non-solicited project proposal, it is advisable to check if it would be feasible to apply for any grant. The proposal development should start with clear understanding of the requirements of the funder or the request for proposal (RFP), and the qualification of MCC to implement the project.

2. The applicant should develop a one or two page project idea, which shortly addresses the problem/ project rationale, project objectives/purposes, project description, project cost and financing, project organization and management, the qualification of the college / program to implement the project, implementation period, and project evaluation. The project idea should be aligned with the mission and strategic goal of
MCC. During the development of the project idea, it is desirable to involve individuals and departments that could contribute to enrich the project idea that leads to a solid and feasible project proposal.

3. The implementing program or department, Financial Services, and Institutional Research and Grants, should assess the project idea for its feasibility. When the project idea is found to be feasible and realistic, the applicant can develop the full-fledged proposal.

4. Projects often require inter-departmental cooperation. In developing a full-fledged project proposal, the writer or applicant should consult different functional departments such as Financial Services, Institutional Research, and Office of Human Resources for their input. Departments that are to be involved in the implementation of the project need to be included starting from the proposal development stage.

5. If the project is awarded the grant, the person or the team who is implementing the project needs to have clear understanding of the compliance, auditing and reporting requirements of the funding agency. If seminars or trainings are arranged for the grant recipients, the project manager/coordinaor and the appropriate finance person should attend and implement the project accordingly.

6. Based on the funded project proposal and the requirements of the funding agency, the project coordinator should first prepare a concise and feasible action plan. To clearly define accountability and to complete all project deliverables on time, the action plan should show who is responsible to implement and coordinate the various components of the project, who is overseeing the project implementation at MCC, and who is in charge of reporting. The action plan has to be approved and shared by those who
implement and supervise the project. This helps to get the commitment of all to be involved in the implementation of the project. The action plan will also be instrumental in timely manner achieving the goals of the project and in supervising and evaluating the project implementation. In addition, working with the Financial Services department, the project coordinator should prepare a spending plan for the grant. The spending plan should be aligned with the funded proposal, and its action plan. This helps to timely spend the money for the intended purposes.

7. The project coordinator and others who are responsible for implementing the project should keep data and documents as required by the funding agency and MCC. The coordinator of the grant should also submit reports on time. The coordinator should send a copy of every report to the Institutional Research and Grants department of MCC.
Project Idea Sheet

Project Title:

**Funding Agency:** (Which is the potential funding agency?)

**Project Managing Department at MCC and the Person in Charge:**

**Department:** ............................................................... **Name of Person in Charge:** ..............................................

**Project Rationale** (Concisely explain why is this project is needed? What is the problem to be addressed? How does the project complement MCC’s mission?)

**Project Objectives:** (What are the project objectives? What results will be achieved by implementing this project? Are the objectives consistent with the mission of the college?)
**Project Description:** (What are the key components and major activities of the project that are needed to achieve the project goal?)

**Project Cost and Financing:** (What is the total project cost and how will it be covered? Should the funding be matched by other funding sources? If so how will it be matched?)

**Project Organization, Management, and Evaluation:** (How will the project be organized and implemented? Who implements and supervises the project, how will the project be evaluated?)

**Implementation Period:** (How long will the full implementation of the project take? Are there specified project implementation period and timeline?)

**Project Idea Developed by:**

Name............................................................... Signature.................................Date............................