

# KNOX COLLEGE GRANTS PROCESS

Work with the grants office to find funding opportunities and determine if selected foundations fit your project.

## RESEARCH

The grants office will submit your application through the foundation's online portal.

## SUBMIT APPLICATION

Use your proposal as a blueprint to execute on the promises made to the grantor.

## MANAGEMENT

Reporting requirements are in the grant agreement. Keep careful track of how you use your funds to ensure it aligns with your proposed budget.

## REPORT



## IDEA

Conceptualize a project or program that will need external funding to start or remain active.



## DEVELOP PROPOSAL

Write a proposal that syncs with the grantor's expectations. Goals, past accomplishments, budget, and measurable outcomes will also be included.



## AWARD REVIEW

Familiarize yourself with the terms of the award. The grants office will sign the agreement.



## LAUNCH

Use your funds to launch or maintain your project or program. The grants and business offices will get you appropriate account numbers.



## CLOSEOUT

A final correspondence where numbers, wins, and takeaways are shared.

