

# LBCC Grants Office

## What kind of help can the Grants Office provide?

The Grants Office can help turn your idea into a completed grant proposal. The following services are provided to support faculty, staff, and administrators:

- Identify potential funding sources
- Coordinate with college constituents across campus
- Support proposal composition and editing based on content provided by faculty and staff
- Ensure proposal adherence to institutional policies and priorities
- Help develop accurate budgets that align with funder's guidelines
- Support the completion of pre-award forms
- Coordinate with LBCC Foundation, if applicable
- Provide Cabinet with information and recommendations from constituents to help inform official approval

## Why work with the Grants Office?

**Individuals are not able to apply for grants on behalf of the College.**

If an individual faculty or staff member submits a grant proposal, or any contractual agreement, by law they are fiscally liable for any amount awarded.

To help ensure that the College's faculty, and staff are able to apply for competitive grants, the Grants Office supports the official approval and proposal composition process, including obtaining signatures from administrators who are legally allowed to sign on behalf of Long Beach City College.

## What is the process for starting a grant?

The first step is to contact the Grants Office.

When a grant opportunity is identified and approved by the area's Dean and Vice President, the Grants Office will take the funding opportunity to the President's Cabinet for official final approval.

Once Cabinet's approval is obtained, the Grants Office will work with you to compile and compose the proposal and its associated documents

Upon completion of the proposal, the Grants Office will submit

## What should I do if I want to obtain grant funding?

You should contact the Grants Office, housed in the Office of Institutional Effectiveness!

If you have an idea or grant opportunity you would like to pursue, please contact:

**Adrienne Kibler, Senior Grants Analyst** or **Heather Van Volkinburg, Dean of Institutional Effectiveness**  
**akibler@lbcc.edu (562) 938-3931**      **hvanvolkinburg@lbcc.edu (562) 938-4623**

## The LBCC Foundation

The Long Beach City College Foundation offers an annual grant opportunity to college staff and faculty. Since this is an internal process, it does not require the oversight of the LBCC Grants Office.

**For more information, please contact the LBCC Foundation directly:**

**Lois Schneider      foundation@lbcc.edu**