

# LBCC Grants Office

## Why work with the Grants Office?

It is the responsibility of all faculty and staff who submit a grant proposal, or any contractual agreement, by the deadline to 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) 938-3131 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