Welcome to the latest in a series of periodic publications from the Office of Grants Development. The goal of this publication is to provide basic information to faculty and staff about the grants process at Northern Virginia Community College (NVCC) and to disseminate samples of the types of grant funding that are available. Future topics include the status of various pieces of legislation involving grants for community colleges and various grants applied for and received at NVCC.

If you have any suggestions about topics to include or would like answers to specific questions, please contact Deborah Rosen, the director of grants and special projects, at drosen@nvcc.edu or at 703-323-3440; or Sue Gossman, grants writer, at sgossman@nvcc.edu or at 703-323-3154.

**VCCS PROFESSIONAL DEVELOPMENT RESEARCH GRANT WINNERS**

Two faculty members have received VCCS Professional Development Research Grants for Spring 2006. They are Paula Debes of the Annandale Campus for “Establishment of an American Sign Language (ASL) - English Interpretation Internship Course with a Mentorship Program: and Mary Hanrahan of the Alexandria Campus for “Development of an Assessment Handbook for Early Childhood Education Programs.” Congratulations to both for their successful grant submissions.

**DESIGNING AN EVALUATION PLAN**

Most funding sources want to know whether you achieved the goals and objectives that you set out to achieve and how successful you were as a result of the grant funding received. Therefore, they may ask you to build an evaluation section into your project to measure the achievement of objectives. It is not merely enough to state that a program was or will be a success just because it addressed a worthy cause or just because money was spent.

The evaluation section should clarify how you will measure the extent to which your program has achieved its stated objectives, the extent to which the attainment of these objectives can be directly attributable to your program, and whether the program has been conducted in a manner consistent with your plan. Points to cover include your specific, measurable criteria for success, your plan for data collection, your plan for record keeping, who will conduct the evaluation, and your reporting procedures (From NVCC Grants Handbook, Mottsmann, 1992).

Submit items of interest for publication in the Grants Newsletter via e-mail to drosen@nvcc.edu

Office of Grants Development

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Every proposal should have an evaluation section that varies with the complexity of the project. At a minimum, the evaluation section must address the following:

**Formative evaluation** is conducted to gain direction for improving projects as they are developing. This may include implementation and process components and may lead to changes in the way the project is structured and carried out.

**Summative evaluation** is conducted to determine project effectiveness after sufficient time to produce results. It may be called outcome or impact evaluation and is used to determine what the project has actually accomplished in terms of stated goals.

Qualitative and quantitative data must be collected to form the basis of sound decision-making for both formative and summative evaluations. Based upon evaluation literature, data is best collected through mixed methods such as surveys and questionnaires, focus groups and interviews, document studies, and fiscal evidence. (From Sinclair Community College Proposal Development Tool Kit.)

The NVCC Grants Development website contains some information on designing an evaluation plan [http://www.nvcc.edu/grants/Grants%20Development%20Services.htm](http://www.nvcc.edu/grants/Grants%20Development%20Services.htm) and will soon contain some examples of good evaluation sections. For further information on developing evaluation plans, please contact Deborah Rosen, director of grants and special projects at drosen@nvcc.edu.

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**GRANTS.GOV TO BE FEDERAL GOVERNMENT’S GRANTS SUBMISSION PORTAL**

Grants.gov is the federal government’s grants submission portal and is now up and operational. Northern Virginia Community College is part of the system. As a result, it is very important that if you are even considering submitting a grant application to the federal government, you call or email Deborah Rosen at 2-3440 or drosen@nvcc.edu to talk about the grants submission process. All of the same internal approvals are still required in order to submit an application, but the process is different. Grants.gov also enables you to search for federal grants and to receive email notifications about pending deadlines.

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