

General Institution

1 **AP 3280 GRANT MANAGEMENT**

2 **Reference:**

3 Education Code, Section 70902

4 **Purpose**

5 The purpose of the grants management process outlined below is to facilitate the
6 implementation of Board Policy 3280. The development of grants is to support the
7 mission, vision, and goals of the District. The Office of Institutional Effectiveness,
8 Research, Planning, and Grants will coordinate and facilitate the timely application and
9 processing of grant applications and funds following the procedures outlined below. To
10 further the goals of the District, the Office of Institutional Effectiveness, Research,
11 Planning, and Grants will collaborate with faculty, staff, and administrators to identify grant
12 opportunities and facilitate the writing and approval of grant applications.

13 All grants (new, continuation, or renewal) except for the ongoing categorically funded
14 grants issued by the Chancellor’s Office must go through the grant approval process
15 facilitated by the Office of Institutional Effectiveness, Research, Planning, and Grants.
16 This process can be viewed on the College’s [website](#).

17 **Pre-Approval**

18 Prior to applying for any grant, the proposed project must meet with the approval of the
19 appropriate manager. Once the manager approves, the program lead must submit a
20 concept paper to the Office of Institutional Effectiveness, Research, Planning, and Grants.
21 The concept paper shall include the following information:

- 22 • the opportunity, problem or need that the grant proposes to address
- 23 • a brief description of the project
- 24 • a brief summary of the objectives and activities of the project
- 25 • how the proposed project supports the District’s mission and/or Educational Master
26 Plan goals
- 27 • the funding source
- 28 • the amount being requested
- 29 • required match, if any, and the proposed source
- 30 • the time period of the project
- 31 • partners, if any, in the grant application
- 32 • amount of staff time, including reassigned time, required in the grant proposal
- 33 • any space and/or other facilities requirements in the proposal
- 34 • the anticipated impact on all other college offices
- 35 • plans, if required and/or desired, for institutionalization

36 The Office Institutional Effectiveness, Research, Planning, and Grants will review the
37 concept paper to ensure it meets the established requirements and guidelines then will
38 forward to the Executive Council for approval.

39 **Proposal Development**

40 Once approval has been secured from the Executive Council, the program lead will
41 collaborate with the Office of Institutional Effectiveness, Research, Planning, and Grants
42 and relevant faculty to develop the grant proposal. The project lead will prepare the
43 proposal budget, for review by the Office Institutional Effectiveness, Research, Planning,
44 and Grants to ensure it meets required expenditures, including any match and indirect
45 (administrative) costs. The Office Institutional Effectiveness, Research, Planning, and
46 Grants will secure all required administrative signatures, as appropriate, and/or prepare
47 and provide any letters required for signature by the President/Superintendent.

48 At a minimum, the grant proposal shall include:

- 49 a. Goals and objectives to be achieved
- 50 b. Timeline for the project
- 51 c. Roles and responsibilities
- 52 d. Evaluation Procedures to assess the achievement of the goals of the project

53 **Implementation and Reporting**

54 Once the District receives the notice of award, the program lead will work with Fiscal
55 Services to set up the budget and with the Purchasing Department to develop and
56 execute the contract. The project lead shall be responsible for preparing all required
57 reports and shall work closely with Fiscal Services in submitting the reports to the granting
58 agency in a timely manner.

59 **Agreement or Contract Execution**

60 The program lead will ensure that a fully executed copy of the agreement or contract is
61 filed Office of Institutional Effectiveness, Research, Planning, and Grants for archiving.

62 **Informing the Board of Trustees**

63 The award shall be reported to the Board of Trustees in accordance with Board Policy
64 3280. It is the responsibility of the program lead to prepare the board agenda item to
65 request acceptance of grant funding.

66 Offices of Primary Responsibility: President/Superintendent

Date Approved: November 26, 2007
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