BP 3280 Grant Concept and Approval (Development)
Reference: Education Code Section 70902

The Governing Board will be informed of and ratify all grant applications made by the college and authorize all grants received by the College.

The superintendent/president shall establish procedures necessary to assure timely application and processing of grant applications and funds, and that the grants that are applied for directly support the purposes of the district.

See Administrative Policy 3280
Replaces BP 1470
Approved by the Board of Trustees:________________________
Grant Concept and Approval (Development)
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A. Definition
Sponsored programs are administered by the District with funds from sources outside the district (such as the federal, state or local government, or private industry). These funds are for the performance of specific activities at the College. The authority for the District to perform these activities is a contract or a grant award.

The following administrative procedure defines the difference between a public grant and a private grant or gift. It describes the initiation and approval of grant proposals to assist in the timely application, transparency, and alignment with the mission of the District. This includes grants that are in partnership with other institutions.

A public grant is the transfer of taxpayer money or property from a sponsor to an institution. The grant may require performance of specific duties such as research, progress reports, budget reports, and requires return of unused funds. Most funding provided by federal, state, or local agencies in support of Hartnell College is treated as a grant. In general, government funds are not treated as gifts. For purposes of this procedure, the term “grant” does not include assistance that is or has become an ongoing source of support for state or federally supported, policy-driven initiatives, such as Student Success and Support Funding, EOPS, DSPS, Title IV Federal Student Financial Aid, Perkins, CalWORKs, Scheduled Maintenance, and other programs of this type.

A private grant or gift is the voluntary transfer of nontax dollars or government property from a private donor to an institution. The donor may be an individual, a corporation, or a nonprofit organization. Donors will receive recognition and a report of how the funds were used. A gift may be restricted or unrestricted. A restricted gift is a contribution designated for specific activities. Only the Foundation may accept gifts on behalf of the college.

The following chart provides additional detail to best determine if a transaction is a public grant, or private grant or gift. After all factors are considered, if there is a question about a transaction, the Superintendent/President will determine what procedures should apply.
<table>
<thead>
<tr>
<th>Indicators</th>
<th>Private Grant</th>
<th>Public Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Source</strong></td>
<td>- Individuals&lt;br&gt;- Family or individual foundations&lt;br&gt;- Nonprofit Organizations&lt;br&gt;- Corporations&lt;br&gt;- Corporate foundations&lt;br&gt;- Other organizations, such as donor-advised funds</td>
<td>- Government Agencies (federal, state, and local)&lt;br&gt;- Partnering Institutions and Organizations</td>
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<td><strong>Purpose</strong></td>
<td>The donor may specify an area of interest or a goal to be funded by their gift, as well as reporting requirements</td>
<td>The sponsor specifies how the funds should be used and requires substantial reporting to funding agencies.</td>
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<td><strong>Value Exchange</strong></td>
<td>The Foundation, in collaboration with the District, is expected to carry out specific programs as defined by the grant objectives.</td>
<td>The District is expected to carry out specific programs as defined by the funding agency to achieve grant deliverables and objectives.</td>
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<tr>
<td><strong>Reporting</strong></td>
<td>The Foundation has reporting obligations on how the gift was used or invested. Reporting may include details of how, when, and to whom funds were disbursed, as well as statements of earnings, when applicable.</td>
<td>The District is required by the granting agency to report progress and final performance of specific deliverables and objectives, as well as budget and expenditures.</td>
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<td><strong>Proposal Process</strong></td>
<td>Originates with President’s Task Force long-term funding plan which is assessed annually and approved by Advancement Council and Foundation Board of Directors.</td>
<td>With the assistance of the grants team, grants are submitted in response to a request for proposal or program solicitation. College Governance Councils propose or review concepts as appropriate.</td>
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<tr>
<td><strong>Documentation</strong></td>
<td>Letter of Donation/Gift Agreement addressed to the Foundation or clearly indicated to be intended for the Foundation.</td>
<td>Award letter and/or Grant Agreement specifying the District or College, not the Foundation.</td>
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<tr>
<td><strong>Deadline/Terms</strong></td>
<td>Compared to public funding, deadlines and terms may vary.</td>
<td>Typically driven by a fiscal year calendar - federal or state.</td>
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<tr>
<td><strong>Excess Funds</strong></td>
<td>May be required to be returned to the sponsor.</td>
<td>May be required to be returned to the sponsor.</td>
</tr>
<tr>
<td><strong>Penalty for nonperformance</strong></td>
<td>Penalties may exist for failing to use the funds or to deliver the items on a timely basis.</td>
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</tr>
<tr>
<td><strong>Determination of indirect cost rates</strong></td>
<td>Overhead rates are determined by the Foundation and built into the grant request.</td>
<td>Overhead rates are determined by the District as allowed by the federal government or other granting agency.</td>
</tr>
</tbody>
</table>
B. Roles and Responsibilities

Funding opportunities that are pursued will align with and support the strategic plans of the District. The District will determine which funding opportunities to pursue based on the expertise and available resources to competitively win and successfully implement the activities.

The Office of Institutional Advancement serves the District by facilitating grant development and providing technical assistance for electronic submission of grant applications. The Office of Institutional Advancement, in collaboration with other stakeholders, will present the Board of Trustees with regular updates of grants and grant opportunities.

C. Approval

The President reviews and ultimately approves the grant concept. The grant concept form must indicate support/do not support and include signatures of the Proposal Lead, Area Dean, Area Vice-President, Academic Senate, Executive Director of Institutional Advancement, Grants Accounting Manager, and Vice-President of Administrative Services. Grant and sponsored program proposals are subject to Board ratification.

D. Report to Board of Trustees

Public grant proposals submitted to the Board of Trustees for consideration should be summarized in a manner that clearly identifies:

- The purpose of the grant/program
- Alignment with the mission of the College
- The strategic priorities, goals, and accreditation standards supported by the proposal
- Budget impact to the District
- Partners in the grant proposal
- Requirements for institutionalization, if applicable
- Impact to academic and professional matters

E. Typical Steps in the Process

1. A funding source search engine is available through the Office of Advancement. In addition, many employees receive notices of funding availability from various professional organizations.
2. The proposal lead will read the request for application or proposal to determine the requirements and deadlines, obtain the proper application forms, and start the Grants Concept Form.
3. The proposal lead will discuss the project with the area dean or supervisor and the area Vice President, and obtain their signatures. These discussions will determine whether the grant aligns with the strategic plan of the District, the impact of the grant on all operational areas, and whether the District and department possess the expertise and resources to successfully implement the grant.
4. The proposal lead will alert the Office of Advancement and the Grants Accounting Manager to coordinate proposals/projects and otherwise assist in grant development. Consultation will occur regarding areas determined to be impacted by the grant, including the areas of Information Services, Facilities Planning and Development, Administration and Finance and Institutional Research.
5. Proposals including academic and professional matters (e.g. curriculum, articulation, and faculty positions) must be presented to Academic Senate for support.
6. The Office of Advancement will obtain the support and signatures necessary to proceed with a formal proposal, including engaging a grant writer (if applicable) and coordinating proposal preparation according to the funder’s guidelines. The Grants Accounting Manager will provide complete support in the development of the grant budget.

7. After the grant concept form is approved by the Superintendent/President, the Office of Advancement will submit the Board Report.

8. The Office of Advancement, proposal lead and Grants Accounting Manager will submit the approved proposal to the funding agency.

See Board Policy 3280  
Approved by the Superintendent/President: ________________________________