



Butte-Glenn Community College District ADMINISTRATIVE PROCEDURE

AP 3280 – Grants

Approved by Leadership: November 2013

Reference: Education Code Section 70902

Criteria for Grant Applications

Grant proposals and applications submitted must support the Board's vision and the mission, values and strategic initiatives of the District. Key focus areas are:

- Provide quality instruction and services that support students in pursuing and achieving their educational goals and objectives.
- Respond to student and community needs by creating new programs and/or expanding existing programs.
- Assist in implementing innovative teaching and learning approaches that prepare students to be productive citizens in a diverse and dynamic world.

Grants will align with the Educational Master Plan. Ideally, grant applications will be generated from the results of the college's annual Planning, Budgeting and Assessment (PBA) process.

Processes For New Grants

This process includes application development, approval, submission and award notification/implementation.

Application Development Process

Prior to applying for any NEW grant, a completed *Preliminary Grant Assessment Form* (located on MyBC under departments - Grants Research and Development) shall be submitted to the appropriate Dean, Associate Dean or Director and Vice President for review/approval. Once this step is completed, a copy of the *Preliminary Grant Assessment Form*, along with signature approval from the Dean, Associate Dean or Director and VP, must be submitted to the Manager, Grants Research and Development.

Consultation with the Office of Grants Research and Development during the grant writing process is required. During the development process of the proposal, the Manager, Grants Research and Development, in collaboration with the project director/grant writer, will complete and route a *BGCCD Grant Proposal Routing Form*, along with the grant proposal, budget and supporting documentation, for institutional approval prior to the application deadline (target: no later than 2 weeks prior to due date). The Division, Program, Department, faculty or staff member, in collaboration with the Grants Manager, Human Resources, and Business Services Grant Personnel, will prepare the following proposal documents as applicable:

- Abstract – includes a description of problem the project supports and how the project supports the project goals and objectives and the district mission
- Proposed Budget and Funding Information – includes funding source, performance period, Project Director and Key Personnel, matching fund requirements (if applicable), indirect rate, and district support needed
- Proposal Narrative and Supplementary Documents

Approval and Submission Process

Prior to submission to the granting agency, the application materials described above must be submitted for review by the appropriate Dean, Associate Dean, or Director and VP. The proposal must also be approved by the appropriate Dean, Associate Dean, or Director and VP as well as the Human Resource Director, designated Business Services Grants Personnel, Vice President of Administration and Superintendent/President. Sufficient lead time (target: 2 weeks prior to proposal due date) must be allowed prior to agency deadlines to obtain the necessary approvals. *The completed grant proposal must be available for review and signature by the appropriate individuals prior to submission to the granting agency.*

All grant proposals are submitted in coordination with the Office of Grants Research and Development rather than by a department or individual. The Project Director/Grant Writer or designee will be present to assist the Grants Manager with all proposals submitted electronically to ensure compliance with requirements imposed by the funding agency. The proposal shall be submitted in a manner that assures timely application for and processing of grant applications and funds.

Award Notification and Implementation Process

The Office of Grants Research and Development and designated Business Services Grants Personnel must be notified immediately upon receipt of a grant award. A copy of the award notification must also be submitted to the designated Business Services Grants Personnel and the Grants Manager. Upon notification of a grant award, the Manager, Grants Research and Development shall prepare a board agenda item and submit to the President the following information in order to inform the Board of funding award. The agenda item will include:

- Amount/Value of Grant Award
- Funding Term
- Project Name and/or Purpose
- Funder
- Originating Department
- Vice President

Process for Grant Renewals

This process includes application process, approval and submission, award notification and implementation.

Grant Renewal Application Process

A Project Director intending to submit an application to renew an existing grant must consult with the Grants Manager to complete the *BGCCD Grant Proposal Routing Form*. Additionally, the Project Director will submit all proposal documents required for grant renewal consideration (proposal, budget, supporting documents and annual performance report for the previous funding year, as applicable) to the Manager, Grants Research and Development.

Grant Renewal Approval and Submission Process

The renewal application proposal must be approved and the *BGCCD Grant Proposal Routing Form* must be signed by the appropriate Dean, Associate Dean, or Director and VP as well as the Human Resource Director, designated Business Services Grants Personnel, Vice President of Administration and Superintendent/President.

All grant proposals are submitted in coordination with the Office of Grants Research and Development rather than by a department or individual. The Project Director/Grant Writer or designee will be present to assist the Grants Manager with all proposals submitted electronically to ensure compliance with requirements imposed by the funding agency. The proposal shall be submitted in a manner that assures timely application for and processing of grant applications and funds.

Grant Renewal Award and Implementation Process

When notification of a renewal grant award is received, the Manager, Grants Research and Development shall prepare a board agenda item and submit to the President the following information in order to inform the Board of funding award. The agenda item will include:

- Amount/Value of Grant Award
- Funding Term
- Project Name and/or Purpose
- Funder
- Originating Department
- Vice President

Process for Continuation (Multi-Year) Grants

The steps in the process, approval and award notification/ implementation process for continuation (multi-year) grants include:

Grant Continuation Process

Upon receipt of award notification from the funding agency, the Project Director of a continuing (multi-year) grant must submit a copy of the continuation award notification, proposed continuation budget and the annual performance report for the previous funding year to the Manager, Grants Research and Development and designated Business Services Grants Personnel.

Grant Continuation Award and Implementation Process

The Board will be informed when award notification has been received on a continuation (multi-year) grant. A Grant Continuation Award Notification from the funder, proposed continuation budget and annual performance report from previous funding year is required and must be submitted to the Grants Research and Development Office and Business Services Grants Personnel before any continuation award funds can be expended on project activities.

The Project Director is solely responsible for complying with all requirements, including mandatory reports, of the funding agency on all grants approved and awarded for funding.

Exhibits

Butte-Glenn Community College District forms to be used in the grant feasibility and approval processes and may be obtained via the WEB or the Office of Planning, Research and Organizational Development.

- Exhibit 1: Preliminary Grant Assessment Form
Exhibit 2: BGCCD Grant Proposal Routing Form

**Butte-Glenn Community College District
PRELIMINARY GRANT ASSESSMENT FORM**

Name of employee submitting form: _____ Email: _____ Phone: _____

Questions about your proposed project:

| | | |
|---|------------------------------|-----------------------------|
| 1. Does your project support the College's mission and one or more of the initiatives of the Strategic Direction in the Educ. Master Plan? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Does your project relate to a learning outcome or recommendation from your Program Review? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Have you discussed this idea with your Dean and/or VP? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Have you identified a source of funding? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Does the College currently have the resources, such as personnel and space, to administer this grant? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Have you identified grant partners? (A partner might be an industry partner, such as Lundberg Family Farms, Sierra Nevada Brewing Co., or an educational partner such as Chico Unified School District or CSU, Chico.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. If the project requires matching funds, have you identified possible sources? (Matching funds come from various sources and may be cash or in-kind. Examples of in-kind resources include staff time, facilities, and donated goods and services.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. Is there a strong project team (including in-house staff and outside partners) in terms of experience, commitment to the project, and working relationships with one another? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9. Is there sufficient data/information to demonstrate the need for the project? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. Have you identified who will help develop/write the proposal? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 11. Has a project director/manager/champion been identified for the proposed project? Insert Name: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Provide a brief description of your project:

Estimated total project cost: \$ _____ Estimated amount of grant request: \$ _____

Funding Source (if identified): _____

Type of Funding Source: Federal State Local CCCCCO Private Foundation/Revenue Other: _____

Assistance requested from Grants Research and Development Office and Institutional Research:

Proposal Writing Proposal Editing Budget Development Project Planning Data/Information Support

Reviewed and Approved by:

| | | |
|--|--------------------------|---------------|
| _____ Dean/Director or Associate Dean Signature | _____ Area/Department | _____ Date |
| _____ VP Signature | _____ Area/Department | _____ Date |

Upon review and approval, submit copy of completed form to Cheri Taylor, Manager, Grants Research and Development, SAS 339

Does the proposed activity involve: (If answer is YES, provide additional information)

- | | | | |
|--|-----------------------------|------------------------------|--|
| 1. Conflict of Interest Required? | No <input type="checkbox"/> | Yes <input type="checkbox"/> | <input type="checkbox"/> Agency on exempt list |
| 2. Use of Human Subjects? | No <input type="checkbox"/> | Yes <input type="checkbox"/> | |
| a. Application submitted? | No <input type="checkbox"/> | Yes <input type="checkbox"/> | Date: _____ |
| b. Clearance received? | No <input type="checkbox"/> | Yes <input type="checkbox"/> | Date: _____ |
| 3. Use of vertebrate animals? | No <input type="checkbox"/> | Yes <input type="checkbox"/> | |
| a. Application submitted? | No <input type="checkbox"/> | Yes <input type="checkbox"/> | Date: _____ |
| b. Clearance received? | No <input type="checkbox"/> | Yes <input type="checkbox"/> | Date: _____ |
| 4. <input type="checkbox"/> Biological hazards? <input type="checkbox"/> Carcinogens? <input type="checkbox"/> Recombinant DNA? | Descp: _____ | | |
| 5. State Clearing House (Exec Order 12372) review? | No <input type="checkbox"/> | Yes <input type="checkbox"/> | Date: _____ |
| 6. <input type="checkbox"/> Creation/development of technology-mediated instruction or learning materials? <input type="checkbox"/> Sustainable Development? | No <input type="checkbox"/> | Yes <input type="checkbox"/> | Date: _____ |
| 7. Program Staff <input type="checkbox"/> Volunteers <input type="checkbox"/> Minors | Descp: _____ | | |
| 8. Program Services <input type="checkbox"/> Minors <input type="checkbox"/> Disabled <input type="checkbox"/> Elderly | Descp: _____ | | |

Please review the proposal carefully. By signing below, you verify that the proposal and routing information is complete and accurate, the proposed project meets funder requirements, cost share has been obtained or will be secured prior to any project expenditures, and any budgetary changes will be submitted for BGCCD Business Office and Board approval prior to award acceptance. You also certify that you are not debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement common rule and will notify designated BGCCD Business Services Grants Personnel and Grants Manager immediately if your status changes.

| | | | |
|---|---------------|---|---------------|
| _____ Proposer/Initiator (PI/Project Director/Manager) | _____ Date | _____ Co-Proposer/Initiator (Co-PI/Project Director/Manager) | _____ Date |
| _____ Co-Proposer/Initiator (Co-PI/Project Director/Manager) | _____ Date | | |

SIGNATURE APPROVALS:

Associate Dean(s), Director(s) or Dean(s) /HR/Business Office

- _____
ASSOCIATE DEAN (see approval statement below) Date
- _____
ASSOCIATE DEAN (see approval statement below) Date
- _____
DIRECTOR (see approval statement below) Date
- _____
DIRECTOR (see approval statement below) Date
- _____
DEAN (see approval statement below) Date
- _____
DEAN (see approval statement below) Date
- _____
DEAN (see approval statement below) Date

Dean(s), Associate Dean(s) or Director(s) approve(s) project, including cost share/match, and certifies its compatibility with college mission and policies including space, facilities, funds and personnel.

- _____
HR Director: Kelly Barron Date
Certifies that personnel commitments made are generally appropriate and consistent with BGCCD policies – new personnel only.
- _____
Accountant: Shann Pustejovsky Date
Certifies that budget/match commitments made are generally appropriate and consistent with BGCCD policies.

VPs/Superintendent/President

- _____
VP Planning, Research, Org. Dev.: Lester Jauron Date

Alternate: Tom Onwiler Date
Certifies that commitments made (e.g., of State or BGCCD resources, cost share, or space and facility availability) are generally appropriate and consistent with BGCCD mission and policies.
- _____
VP Student Services: Al Renville Date

Alternate: Karen Micalizio Date
Certifies proposed project is consistent with academic policies, student services, mission, goals, objectives and policies of BGCCD.
- _____
VP Learning: Samia Yaqub Date

Alternate: _____ Date
Certifies proposed project is consistent with academic policies, student learning, mission, goals, objectives and policies of BGCCD.
- _____
VP Administration/CBO: Andy Suleski Date

Alternate: Trevor Stewart Date

Certifies that commitments made (e.g., of State or BGCCD resources, cost share, or space and facility availability) are generally appropriate and consistent with BGCCD mission and policies.

- _____
SUPERINTENDENT/PRESIDENT: Kimberly Perry, Ed.D. Date