



Book	VCCCD Administrative Procedure Manual
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### Grant Application Review and Approval

The Board of Trustees supports efforts to secure funding that supplements institutional efforts to enhance the learning environment for students and is in alignment with identified and articulated needs and goals.

All requests by the colleges to apply for grants must be reviewed and approved through the Chancellor's Cabinet prior to submission to the funding agency.

This review process will ensure that:

- The application and processing of grant application occurs in a timely fashion;
- Grants being pursued directly support the mission of the District and are consistent with strategic and institutional plans;
- The project increases the capacity of the colleges to serve the needs of its students;
- The project will not bring undesirable or hidden costs to the District and will ensure that the requirements of granting agencies are satisfied;
- Commitments to institutionalize programs or positions after the grant expires are identified and become part of the planning and budget process;
- Sources of required match and/or other college resources are identified;
- The requirements of the grant, including personnel and facilities needs, and the activities proposed will not be in conflict with any provision of the District policy or public law;
- A proposed staffing plan that assumes the transfer of existing college employees, rather than staffing with new hires, does not result in unintended consequences when the grant funding ceases;
- Fiscal feasibility and accountability of the project are maintained.

### Chancellor's Cabinet Review and Approval Process

Ideally, and with time permitting, the review of grant proposals is a two-step process, beginning with conceptual approval and then advancing to approval of the fully developed grant proposal. Recognizing that the deadline for timely submittal of grant proposals may at times be in conflict with the scheduling of Chancellor Cabinet meetings, securing conceptual approval is optional.

No submissions may be made to the funding agency prior to Chancellor's Cabinet approval of the fully developed grant proposal (described under Step Two below).

### Step One – Conceptual Approval of Grant Proposal (Optional)

To be efficient, effective and prepared for funding opportunities without expending a great deal of staff resources, the first step taken is for conceptual approval. The main rationale is that, prior to official announcements regarding Request for Applications (RFA)/Request for Proposals (RFP), or Federal Register competition notifications, it is recognized that minimal information is known regarding the grant amount, dates, staffing requirements, etc. However, prior to moving forward and expending time and effort resources, it is prudent to seek approval of the

general concepts of the project by Chancellor's Cabinet.

A Request for Cabinet Approval for Conceptual Approval of Grant Proposal must be submitted and must include the following information:

- Primary campus contact information;
- Potential funding Agencies;
- Discipline/student population to be served;
- Description of how the project will align with the college/district mission;
- General project concept.

Step Two – Approval of Fully Developed Grant Proposal (Mandatory)

Step Two occurs once the official competition announcements have been made, sufficient time and effort has been spent to fully develop the concept, and detailed information including application due date is now known regarding specific requirements of the funding agency.

A Request for Cabinet Approval to Apply For Grant must be submitted and must include the following information:

- Funding agency;
- Funding agency proposal submission deadline;
- Grant amount requested;
- Grant performance dates;
- Project director/responsible administrator;
- Project abstract;
- Grant budget by major expenditure category;
- Staffing plan that indicates whether grant staffing will be accomplished by hiring new employees or by a transfer of existing employees;
- Description of how the grant ties to the mission of the college/District;
- Description of how the grant will assist the college/District in meeting current articulated strategic plan objectives;
- Description of project phase out/sustainability.

The request(s) for Chancellor's Cabinet approval must be submitted as soon as practicable as Cabinet meetings may not be scheduled for several weeks, and a delay in requesting approval could result in missing funding agency deadlines.

#### Grant Application Submission

Colleges may not submit grant applications directly to the funding agency. That function is centralized and is performed by designated personnel at the District Administrative Center.

When the grant application package is considered ready for submission to the funding agency, the proposed Project Director and/or Responsible Administrator must submit the entire grant application, with all required attachments and any supporting budget documentation, to the District Administrative Center no later than 7 working days prior to agency deadline to allow adequate time for final review and to obtain any required signatures.

#### Grant Award – Board of Trustee Approval

Upon notice of award, Board of Trustee approval to accept the grant funds will be requested at the next scheduled board meeting.

No expenditures may be incurred nor contracts executed prior to Board approval.

#### Post-Award Grant Management/Oversight

Once funded, the implementation and management of grant programs will be the responsibility of both the Vice President, Business Services and the Executive Vice President of Student Learning, as well as the Dean(s) of the department under which the program is housed. This includes fiscal and program oversight, production of deliverables, reporting requirements, as well as compliance with all funding source regulations and District policies and procedures.

#### Post-Award Changes

The following categories of changes to an existing project must be presented to the Chancellor's Cabinet for a second approval prior to being implemented and/or requested of the funding agency:

- Material change in scope/work plan;
- Material change in the approved budget;
- Change in the Project Director/Principal Investigator;

- Change in the grant staffing plan.

See [Board Policy BP 3280](#).