



AP 3280 Grants

The process for applying for and submitting grants is delineated in the District's Grants Manual available in the Resource Development Office. All grants (new, continuing, or renewal) must go through the Grant Development Proposal Approval Process except for student scholarship grants which are coordinated by the Foundation. The process is described in detail in the Grant Development Manual available through the Resource Development Office.

All submitted grant applications must be approved by the Superintendent/President or designee prior to submission to the sponsoring agency.

The process for post award management of grants shall be identified in the District's Grants Manual available in the Resource Development Office.

Periodic reports regarding all grant activity, including proposal submissions and awards to the College, will be prepared by the Resource Development Office and presented provided to the Superintendent/President who will communicate the information to the Governing Board.

The Resource Development Office has developed a process for vetting potential grant opportunities to ensure all grant funded projects align with the Chaffey College mission and strategic goals. Administrators, faculty and staff wishing to pursue identified grant opportunities will complete an Intent to Apply Form and submit it to the Resource Development Office. The Intent to Apply Form contains important information about the sponsoring agency, the funding opportunity and the proposed project.

The Intent to Apply Form will be reviewed by the Resource Development Committee (RDC), comprised of faculty and staff representatives and key administrators involved in the administration and implementation of grants. The RDC will review the Intent to Apply Form and assess the proposed project using a standardized rubric based on the college's mission and strategic goals. Based on the composite score, the RDC will make a recommendation to the Associate Superintendents of Instruction and Student Services and Business Services and Economic Development to either: 1) approved the proposed project for development and submission; 2) approve the proposed project with noted concerns; 3) table the proposed project for further discussion and development; or, 4) deny the proposed project for development and submission. If approved, the Resource Development Office will work with the RDC and Primary Contact to identify content experts and appropriate college personnel to participate in the preparation of the grant proposal. The Resource Development Office will work with the grant team to develop the proposal narrative. Human Resources and Budgeting and Fiscal Services will assist in the budget preparation to ensure the budget is sufficient to addresses the scope and need of the project and aligns with college policies.



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Ten (10) business days prior to the sponsor's submission deadline the Resource Development Office will circulate an Authorization to Submit Form along with a copy of the proposal including the abstract, narrative, budget and budget narrative for final review and approval. The Authorization to Submit Form contains signature approval from key offices and executive administrators who will review the proposal documents to ensure appropriate allocation of funding, facilities, personnel and other resources are appropriate for the scope of the proposed project and align with the mission and strategic goals of the college. Only after all signatures are obtained may a proposal be submitted to the sponsoring agency.

Grant proposals may only be submitted by representatives from two offices on campus. The Chaffey College Foundation is responsible for submitting proposals which require documentation of non-profit 501(c)(3) status. The Resource Development Office submits proposals for all other sponsoring agencies including federal, state and local agencies.

When a proposal is successfully awarded, the Primary Contact will provide a copy of all award documents, including the Notice of Award (NOA), Terms and Conditions, Technical Review Comments, the approved budget and any other documents, to the Resource Development Office and Executive Director of Budgeting and Fiscal Services. The Resource Development Office will assist the Primary Contact in the preparation of a Board Agenda Item to be submitted to the Associate Superintendent of Business Services and Economic Development for fiscal review and submission to the Secretary of the Governing Board. The Governing Board will be responsible for approving and accepting the award. The Secretary to the Governing Board will send a board certification to the Executive Director of Budgeting and Fiscal Services.

The Executive Director of Budgeting and Fiscal Services will send a line-item budget summary to an accountant in the Business Office to enter into the budget, with a copy to the grant writer/responsible officer and the Primary Contact and the Resource Development Office. This process will take approximately three weeks, unless there is an individual exception request with rationale to the Executive Director of Budgeting and Fiscal Services. If the grant contract/award is approved during the budget development months, the process will be modified by including the grant contract/award directly into the preliminary or adopted budget. The Executive Director of Budgeting and Fiscal Services will assign a monitoring individual and set up approvals in the District's administrative computing system. Thereafter, the individual identified as the coordinator of the grant Primary Contact/Project Director will work with the Resource Development Office to coordinate the project budget and prepare and submit reports required by the sponsoring agency and take responsibility for budget coordination and any reports required by the granting agency.



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Reference: Education Code Section 70902

Approved: 12/17/13
(Replaces former Administrative Procedure 3.3.4)