

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 3280 Grant Concept and Approval (Development)

Reference: Education Code Section 70902

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, financial 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 or restricted funding source. 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 non-tax 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. (See Board Policy 2225.) See Board Policy 6620 and Administrative Policy 6620 for more information on naming facilities and properties as a result of a private gift.

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.

Indicators	Private Grant/Gift	Public Grant
Source	<ul style="list-style-type: none">- Individuals- Family or individual foundations- Nonprofit Organizations- Corporations- Corporate foundations- Other organizations, such as donor-advised funds	-

Funding opportunities that are pursued will align with and support the strategic goals 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 about grants and grant opportunities.

B. Approval

The superintendent/president reviews and ultimately approves the grant concept form. The grant concept form must indicate support/do not support and include signatures of the proposal lead, area dean, area vice-president, Academic Senate, vice president, advancement and development, accounting manager or controller, and chief business officer. Grant and sponsored program proposals are subject to Board ratification.

C. Report to Board of Trustees

Grant proposals submitted to the Board of Trustees for ratification 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

D. Typical Steps in the Process

1. Employees may 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 Grant Concept Form.
3. The proposal lead will discuss the project with the area dean or supervisor and the area vice president to obtain their support. 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 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, human resources and academic affairs.
5. Proposals including academic and professional matters (e.g. curriculum, articulation,


