

Title:	Grant Proposals/Approvals
Reference:	310.00
<input type="checkbox"/> Initial Action:	10/25/2001
<input type="checkbox"/> Board Resolution:	23-011, 01-068
<input type="checkbox"/> Last Revised	
<input type="checkbox"/> Policy:	02/23/2023, 10/25/2001
<input type="checkbox"/> Procedure:	10/02/2018, 10/25/2001
<input type="checkbox"/> Last Reviewed:	02/23/2023
<input type="checkbox"/> Effective:	10/02/2018
<input type="checkbox"/> Next Review:	02/23/2026
<input type="checkbox"/> Responsibility:	Finance and Administration

Policy:

It is the policy of Cecil College that all grant applications be reviewed for alignment with the College's Mission, Vision and Strategic Plan and that all grant awards be presented to the Board of Trustees for acceptance.

Procedure:

1) Application Process

- a) All potential grant applications (call for proposals) shall be reviewed by appropriate division leaders, Grant Office (FP&A Manager), and president's staff.
- b) Forward a copy of the Request for Proposal to the Grant Office (FP&A Manager) in Finance.
- c) All grants shall be presented to the College Management Team to verify appropriateness and quantify impact on the institution.
- d) During the development of the written proposal, the Grant Office, Human Resources (if staffing is included) and any division impacted should be contacted to review draft documents.
- e) Submit completed proposal with all attachments including transmittal forms (1, 2) to the Grant Office in Finance with adequate time for full review and any necessary updates to be completed.
- f) The Grant Office will forward the final document to the President's Office for signature. Signed proposal will be returned to the Grant Office and the Division of application. Division is responsible for submission.

2) Acceptance Process

- a) Once a grant is awarded to the College, the contract and grant award notice/letter must be sent to the Grant Office.
- b) Grant Office and appropriate Division reviews the contract, attaches required documents and fills out requested information before forwarding the document to the President for approval.
- c) The signed contract is mailed to the agency and copies are distributed to the Grant Office and appropriate division personnel.
- d) Grant Office, with help from the receiving division, prepares resolution for the next Board agenda and once accepted, submits a completed grant report to the County budget office.

3) Grant Reports

- a) Grant reporting is the joint responsibility of the Grant Office and the Division receiving the grant. Financial aspects and reports are reviewed and clarified by the Grants Office; Narrative and outcomes reporting are handled by the Division receiving the grant.
- b) The Grant Office and the receiving Division will coordinate and collaborate on all grant reporting.