

GRANTS

Reference: Education Code Section 70902

One of the roles of the Southwestern Community College District is to secure external funding to support institutional efforts to enhance the learning environment for students. Funding opportunities include local, state, and federal funding in addition to the pursuit of private and public grants. This Procedure applies only to competitive and non-competitive grants; categorical grant funding and block grant funding are excluded from this Procedure. For specific details of the grant development/application process please consult the *Grants Policy and Procedures Manual* which serves as the operational handbook for the College District's competitive grant process. The *Grants Policy and Procedures Manual* may be accessed at www.swccd.edu/institutionaleffectiveness/grants.

Definition of Competitive Grants

Competitive grants provide funding for specific projects for a fixed period of time. Funding is awarded through a competitive process where the funding agency solicits applications from eligible organizations; applications are evaluated and funding awards are provided to applicants whose proposals best meet the criteria outlined in the grant announcement. It is important to note that funding is based on the merits of the application and recipients are not pre-determined.

Definition of Non-Competitive Grants

Non-competitive grants typically identify activities and services to be provided that fall within a restricted scope of work in order to achieve the specific purposes of an established program. Applications/proposals are developed within definitive guidelines that are provided by the funding agency and funding is often automatically awarded in response to the application/proposal and can be based upon a formula. For Southwestern College's grant policy and procedures, non-competitive grants are limited to applications/proposals that require SWC' Governing Board approval of application and acceptance of awarded funding.

Roles and Responsibilities

Funding opportunities that are pursued by the College District will align with and support institutional plans and further the mission of the College District; in addition, those grants will have available appropriate College District resources to prepare a competitive application and to successfully implement the project if grant award is received. College District divisions, partnering with the Office of Institutional Effectiveness (OIE), will determine which funding opportunities to pursue. Timely application and processing of grant application is required to ensure thorough administrative review by all appropriate units.

OIE's Grants Office serves the College District by providing the following grants services –

GRANTS

submission, coordination, negotiation and monitoring in regards to grant applications, awards and contracts with external funding sources. When applicable, each month the Office of Institutional Effectiveness will present the Governing Board with a listing of submitted grant applications as well as funds received via grant opportunities.

OIE is the administrative home for the Grants Office; this office has the primary responsibility for administering the pre-award process for grant development and application submission and it also serves in partnership with Business and Financial Affairs to support the post-award grant process.

Grant Development Process

Grant Idea	<ul style="list-style-type: none"> • Faculty and/or staff identify a need for external funding • Contact Grants Office to research grant opportunities • Develop concept for grant idea in concert with college mission and institutional priorities
Application Preparation	<ul style="list-style-type: none"> • Notify Grants Office regarding intention to submit application • Prepare Proposal Transmittal Form (PTF) and complete the Grants Development Decision-Making Rubric and obtain supervisor’s signature indicating approval of project • Send PTF and Grants Development Decision-Making Rubric to Grants Office for routing to obtain institutional signatures
Community Partners and/or Sub-awardee	<ul style="list-style-type: none"> • Documentation is required if grant application involves outside entities that will be providing matching funds and/or will be serving in a sub awardee capacity. This documentation is needed prior to grant submission
Grant Submission	<ul style="list-style-type: none"> • All submissions of grant applications are the responsibility of the Grants Office including electronic or U.S. Mail/courier delivery methods

Institutional Capacity and Administrative Approval for Grant Ideas and Applications

Prior to initiating grant development efforts, applicants are responsible for providing administrative approval for project ideas via the Grant Development Decision-Making Rubric. Once ideas are approved then applicants are responsible for completing the Proposal Transmittal Form (PTF). This document represents the administrative review and approval process for grant projects that are responding to a grant announcement (i.e. RFP

GRANTS

or RFA). It is essential for the Proposal Transmittal Form to be completed (including appropriate attachments that document project commitments) prior to grant submission and Governing Board notification. The PTF should be submitted to OIE at least 5 working days in advance of the grant submission date. Incomplete PTFs will result in delay of processing and possibly submission of grant application.

Please read and follow the Grants Policy and Procedures Manual which can be accessed at www.swccd.edu/institutionaleffectiveness/grants.