

MiraCosta Community College District Grant Development Process

Definition of Grant: An award of financial assistance in the form of money or property in lieu of money to the MiraCosta Community College District to provide assistance for specified purposes. For purposes of this definition, such awards shall be made on the basis of competitive proposals submitted to the granting agency. The acceptance of a grant created a legal duty on the part of the District/Investigator and/or Program Manager to use the funds or project made available in accordance with the conditions of the grant.

For purposes of the District grant approval process, the term does not include assistance which is or has become an on-going source of support for state or federally supported policy driven initiatives, such as matriculation, EOPS, DSP&S, Title IV Federal Student Financial Aid, VTEA, CalWORKS, scheduled maintenance, and other programs of this type.

Who can author a grant proposal? Any member of the faculty, staff, or administration is encouraged to research, analyze and draft a grant proposal. The attached procedure has been developed to prevent duplication of efforts and provides guidelines for District-wide support of any effort to help fund learning and/or career opportunities for MiraCosta College students.

The author will inform the campus community of Requests for Proposals (RFPs) and establish dates to begin the application process.

Listed below are the steps necessary for the proper development, submission and implementation of a grant proposal for which the award is anticipated to be in excess of \$5,000 or which requires cash match of any amount.

PRELIMINARY STEPS:

Idea Stage: Proposer meets with immediate manager, discusses proposal and obtains his/her support for the project. Identify grant manager and legal requirements. Proposer's division and/or department faculty and staff are informed and have timely opportunity to comment on proposed grant project; their comments are attached to the Intent to Apply for Grant form, along with evidence of planning from the appropriate Master Plan. The proposer gets approval to proceed from the appropriate Division Dean and completes Part I of the Intent to Apply for Grants Form (attached). a copy of Part I of the Intent to Apply for a Grant is forwarded to PBC as an information item.

Decision to Proceed Stage: If grant affects any other departments/divisions, Proposer/Manager discusses with appropriate manager and/or faculty and obtains signature(s) and comments. Proposer/Manager consults with MCC staff listed in Part II of Intent to Apply for Grants Form (attached) to obtain signatures from all staff listed, to preclude duplication of funding between restricted and unrestricted funds and to determine the District's commitment to the program after the grant ends.

After all signatures are obtained, approval is granted by any/all of the appropriate Vice President(s) to proceed with full grant application. Vice President(s) informs Proposer of decision within one week of receipt. Proposer/Manager will send copies of approved Intent to Apply for Grant form to the following:

- PBC
- Vice President of Instructional Services (if proposal is related to academic affairs)
- Vice President of Student Services (if proposal is related to student services)
- Vice President of Business and Administrative Services
- Human Resources Director
- Support Services (person/position to be defined more specifically)

Staff in specific positions may authorize another staff member (a designee) to act for him/her at any of the various steps if s/he will be unavailable for any period of time.

PREPARATION OF GRANT APPLICATION:

1. Proposer/Manager prepares grant application using proper format, budget requirements, and codes, in consultation with Business Services staff.
2. If staffing changes are needed, Proposer/Manager meets with Human Resources Director to identify and resolve personnel issues such as position, classification, salary, etc.
3. If facilities or equipment purchase is included in proposal, then Proposer/Manager completes a Project Support Services Requirement Checklist.
4. Proposer/Manager meets with Fiscal Services staff for final budget review.

AWARDS NOTIFICATION:

1. Proposer/Manager notifies Business Services and PBC Chair of the award. PBC evaluates fiscal impact on the District and makes recommendations.
2. Proposer/Manager informs the PBC Secretary, who prepares agenda item for Governing Board approval.

GRANTS MANAGEMENT:

1. Upon approval of grant, Proposer/Manager meets with the Director of Fiscal Services to arrange the following:
 - a. Budget Development of Line-item Budget
 - b. Budget Responsibility
 - c. Invoicing Responsibility
 - d. Financial Report Responsibility
2. Project Director carries out project objectives and generates required reports within established time frames.



Grant/Contract Summary Form

Instructions:

Individuals interested in applying for a grant must seek institutional approval before submitting a grant application. A completed and signed Grant Summary Form is evidence of institutional approval. **Time limit to process this form is one week from submittal date indicated on this form.**

Any individual interested in applying for a grant should meet with the appropriate Dean to discuss the purpose and conditions of the grant. If the Dean approves, s/he will confer with their Vice President and the Superintendent/President about the decision to proceed with the application. Agreement by the appropriate Vice President, the Vice President for Business Services and the Superintendent is confirmed with their signatures on the Grant Summary Form. The summary form will be presented as informational to PBC.

The Vice President of the Division seeking the grant will collect the signatures and send copies of the completed and signed form to the following: (1) the individual seeking the grant; and (2) the Accounting Office at mail station #6. A copy of the completed and signed form should be attached to the final grant application when it is processed for official college signatures.

Grant Name:	Grantor:
Grant Number:	Grant Period From: _____ To: _____
Application Deadline:	Reporting Periods:
Proposal Writer(s):	Division(s):
Date Submitted:	Total Amount: \$ _____
Purpose: (Please give a brief description of what this grant will do)	
What Educational Master Plan and/or other college goals will be addressed with this grant:	
District Match Required: <input type="checkbox"/> Yes <input type="checkbox"/> No Amount \$ _____	
Brief description of how the District will meet this match.	
Describe your new/additional technology needs (computers, peripherals, software, data projectors, labs, printers, etc.).	
If your grant includes the need for computers or other technology, do you have SPIT approval to <i>Add to the IT Plant?</i> <input type="checkbox"/> YES <input type="checkbox"/> NO	
<i>For SPIT use only:</i> <input type="checkbox"/> Can support grant proposal with current level of department personnel <input type="checkbox"/> Can NOT support grant proposal with current level of department personnel <input type="checkbox"/> Not applicable (No SPIT signature required)	
_____	_____
SPIT Committee Chair	Date

Describe your facilities needs (remodeling of current facilities, new building, etc.).

For FPAC use only: Can support grant proposal with current level of department personnel/facilities
 Can NOT support grant proposal with current level of department personnel/facilities
 Not applicable

 FPAC Committee Chair

 Date

Does this grant require institutionalization? Yes No Not anticipated at this time

If yes, does the District intend to institutionalize? Yes No

If the District institutionalizes this grant, what will the annual costs to the District be?

	Costs:	Funding Source(s):	Year of Impact:
Personnel			
Supplies & Materials			
Capital Outlay			
Other			

Approval Signatures

Proposal Writer	Date
Department Chair, Director, Supervisor	Date
Dean	Date
Division Vice President	Date
Vice President Business and Administrative Services for PBC	Date
Superintendent/President	Date