

**ADMINISTRATIVE PROCEDURE 3280 GRANT APPLICATIONS AND AWARDS****A. Application Development**

Prior to applying for any grant, the Division, Program, Department, faculty, or staff member must:

1. Prepare a Concept Paper addressing:
  - a. the problem or need that the grant would address;
  - b. a description of the project;
  - c. the mission and goals of the project
2. Provide funding and support required including:
  - a. federal, state, local, or private revenue
  - b. matching funds requirements and source
  - c. federal and state grants for restricted purposes shall have all administrative and/or indirect charges assessed to the maximum amount permitted by federal or state regulations.
  - d. district support such as facilities space, equipment, furniture, retrofit, or utilities;
  - e. proposed total budget.
3. Detail the performance period including extension provisions.
4. Name the Project Director and Administrator.
5. Provide any other relevant characteristics or requirements that may impact the decision to submit the grant application.
6. Comply with whatever requirements are imposed by the granting agency.

**B. Approval**

The application material described above must be submitted for approval to the college President and the Chancellor prior to submission to the granting agency. Sufficient lead time must be allowed prior to agency deadlines to obtain the necessary approvals.

**C. Award**

When notification of a grant award is received, the President shall prepare and submit to the Department of Finance and the Department of Educational Services a board agenda item requesting acceptance of funding. The agenda item must include:

1. Background information in support of the grant.
2. A detailed activity budget.
3. Project management and evaluation budget
4. A budget resolution establishing the grant budgets from District funding sources if applicable.

**D. Implementation**

Upon Board approval, the project may be implemented.

Approved by the Chancellor: January 4, 2012