

Last Reviewed
July 15, 2016

AP 3280 GRANTS

Reference:

Education Code Section 70902

NOTE: *This procedure is **suggested as good practice**. Procedures for application for grants may be developed locally. However, as good practice, all such procedures should include provisions that do the following:*

- Assure timely application for and processing of grant applications and funds
- Identify required approvals (the District may wish to differentiate between processes for new grants versus continuing or renewing grants.)
- Establish criteria for grant applications, including the assurance that grants directly support the purposes of the District

Prior to applying for any grant, the Division, Program, Department, faculty, or staff member must prepare a Concept Paper describing the problem or need that the grant would address; a description of the project; the mission and goals of the project; how the grant supports the District mission; the funding source and whether it is federal, state, local, or private; the amount being requested; matching funds requirements and source; performance period; name of Project Director; name of Project Administrator; and any other relevant characteristics or requirements that may impact the decision to submit the grant application.

The Concept Paper must be submitted to the College President's or designee.

Following approval by the appropriate body noted above, the grant application shall be completed and submitted to the funding agency.

When notification of a grant award is received, the President shall prepare and submit to the manager, Instructional Resources, a Board agenda item requesting acceptance of funding. The agenda item must include background information in support of the grant, a detailed activity budget, project management and evaluation budget, and a Board resolution establishing the grant budgets from District funding sources, as applicable.