



Policy

6-8064 Special Purpose Grant Applications

Application for special purpose grants will be made with State, Federal and private agencies when the content of these applications extends the resources available to the district for implementation of approved comprehensive plans for the District, the Colleges and the divisions or departments.

Project applications which require matching funds will be submitted insofar as such matching funds are identifiable within the budgeted resources of the District.

Cross Reference:
Policies 3280 and 8015

Adopted: June 28, 2004

Administrative Procedure

6-8064 Special Purpose Grant Applications

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I. Grant Proposal Approval Process

A. New Grant Project Approval Process:

1. Before submitting a grant application, staff should complete a Grant Submission Approval and Match Certification Form (“Green Sheet”). These forms must have all necessary signatures and be returned to the Grants Office prior to grant submittal.
2. Exceptions to the Grant Submission Approval and Match Certification Form *must* be approved by the Director of Grants (for example, if time does not permit completion of the form prior to the grant deadline).

B. Renewal Grant Application Approval Process:

1. Renewal grant applications require a new Grant Submission Approval and Match Certification Form under the following circumstances:
 - a) If the renewal application entails committing matching funds that have not previously been approved on a prior Grant Submission Approval and Match Certification Form.
 - b) If the project period listed in the original Grant Submission Approval and Match Certification Form has expired.
 - c) If the project scope has changed significantly since the original Grant Submission Approval and Match Certification Form was approved.
2. If a Project Director is unsure whether a Grant Submission Approval and Match Certification Form is required for his or her project, he or she should contact the Grants Office for guidance.
3. For projects that do not meet the above criteria and therefore do not require a new Grant Submission Approval and Match Certification Form, renewal applications must still be submitted to the Grants Office for review prior to being submitted to an outside agency.

1 II. Grant Proposal Review & Submission

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3 A. Project Director Responsibilities:

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5 1. Project Directors must submit *all* grant applications to the Grants Office for review
6 prior to being submitted to any outside agency, including renewal grant applications
7 and grant proposals that are filed electronically.
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9 2. Project Directors developing grant proposals may contact the Grants Office for
10 assistance at any time during this process, and are encouraged to use the resources
11 made available through the Grants Office.
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13 B. Grants Office Responsibilities:

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15 1. Once a grant proposal is submitted for review, Grants Office staff should follow the
16 procedures described below:
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18 a) Start a paper file for the grant project, which will include all relevant
19 information about the project, including but not limited to: the completed
20 Grant Submission Approval and Match Certification Form, the grant
21 application, and copies of pertinent correspondence (memos, emails, etc.)
22 with the grant-making agency or within the District.
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24 b) Submit a Board Summary for the project to the YCCD Board of Trustees.
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26 c) Review the proposal and provide suggestions to the Project Director.
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28 d) Assist with securing authorized signatures for the grant application, if
29 necessary.
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31 e) Assist with making copies and submitting the grant application to the grant-
32 making agency.
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- 34 C. For additional information regarding grant application preparation and submission, staff
35 should refer to the *YCCD Grants Office Guidelines for Preparing a Grant Proposal*.
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38 III. Grants Administration and Monitoring

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40 A. Grants Office Responsibilities:

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42 1. When the District or one of its colleges is awarded a grant from an outside agency,
43 *YCCD Grants Office staff* will:
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45 a) Enter the grant information into the Grants Office Database.
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47 b) Obtain authorized signatures on the grant contract, and return to the grant-
48 making agency, if necessary.

- c) Notify the Project Director of the award in writing, including a copy of the grant contract, and outlining the reporting requirements.
- d) Meet with the Project Director, if requested, to provide technical assistance on grant requirements, goals, or implementation.
- e) Review, obtain signatures, and submit copies of all grant reports, revisions, extensions, or other official correspondence with the grant-making agency.
- f) Maintain a paper file of all pertinent information relating to the grant project.
- g) Prepare reminder memorandums at the beginning of each month notifying Project Directors of upcoming report deadlines.

B. Project Director Responsibilities:

1. The Project Director or designated staff person will:

- a) Prepare drafts of all required reports and submit to the Grants Office for review by the deadlines requested in reminder memorandums (usually one to two weeks prior to the deadline).
- b) Submit drafts of any extensions, revisions, or official requests to the Grants Office for review prior to sending them to the grant-making agency.
- c) Ensure that written approval has been obtained from the grant-making agency prior to any budget expenditure or programmatic changes are made.
- d) Ensure grant activities are completed and project objectives are met in a timely manner, and that all expenditures are in accordance with the grant agreement.
- e) Notify the Grants Director of any major changes in personnel, activities, or funding; or if there are any problems with meeting the project objectives.
- f) Track matching fund expenditures per the requirements of the grant. If the grant entails matching funds in the form of in-kind staff time (i.e. a District or College employee spending their time on the grant project as a way of contributing matching funds), then that employee must complete and submit *monthly* Multi-Funded Time Sheets to the District Internal Auditor indicating the time spent on the grant project.

C. For additional information regarding grant implementation, staff should refer to the *YCCD Grants Office Grant Management Manual*.

Adopted: March 12, 2008