

**General Institution**

**AP 3280 GRANTS**

**Reference:**

Education Code Section 70902

Employees or programs seeking external grant funding shall prepare and submit an executive summary of their proposal to the Superintendent/President for approval prior to submitting the full grant proposal to the funding agency.

The executive summary shall include:

- the opportunity, problem, or need that the grant proposes to address
- a brief description of the project
- a brief summary of the objectives and activities of the project
- how the proposed project supports the District's mission and/or strategic plan goals
- the time period of the project
- partners, if any, in the grant application
- the amount being requested and the funding source
- required match, if any, and the proposed source
- amount of indirect costs that would be provided to the District
- amount of staff time, including reassigned time, required in the grant proposal
- any space and/or other facilities requirements in the proposal
- Participatory governance consultation outcome, as applicable (Academic Senate/Curriculum Committee for 10+1-related content, PRAC for resource-related content, other committees/subcommittees as appropriate)
- an evaluation and approval from area Vice President
- the anticipated impact on all other college offices, such as Research and Planning, Information Technology, Facilities, etc.
- plans, if required and/or desired, for institutionalization

If the proposal is approved by the Superintendent/President and is then approved by the funding agency and requires a formal written contract, it is the Project or Grant Manager's responsibility to submit it to the area Vice President for operational and legal review as necessary. Following this review, the Project or Grant Manager shall prepare a Board of Trustees agenda item requesting acceptance of the funding.

The Project or Grant Manager is solely responsible for complying with all requirements, including mandatory reports, of the funding agency. The Project or Grant Manager is responsible for providing a written summary of the grant's impact and outcomes to the area VP within three months of the grant's completion.

Also see BP/AP 3820 titled Gifts

**Office(s) of Primary Responsibility:** Office of Student Learning & Success

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Date Approved: November 13, 2012

*(Replaces College of Marin Procedure 7.0031 DP.1)*

**Reviewed:** April 18, 2017

