Yosemite Community College District Policies and Administrative Procedures   **No. 6-8064**

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 References (see also):
YCCD Policy 3280 – Grants
YCCD Policy 6-8015 – Grant Accounting

Adopted: June 28, 2004
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Last Reviewed: December 11, 2020

Administrative Procedure

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I.   Grant Proposal Approval Process

    A.   New Grant Project Approval Process:

        1.   Before submitting a grant application, staff should complete an electronic Grant Application Pre-Approval Form. These forms must have all necessary signatures and be submitted to the Grants Office prior to grant submittal.

        2.   Exceptions to the Grant Application Pre-Approval Form *must* be approved by the Director of Accounting, Grants, and Compliance (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 Application and Pre-Approval Form under the following circumstances:

            a)   If the renewal application entails committing matching funds that have not previously been approved on a prior Grant Application and Pre-Approval Form.

            b)   If the project period listed in the original Grant Application and Pre-Approval Form has expired.

            c)   If the project scope has changed significantly since the original Grant Application and Pre-Approval Form was approved.

        2.   If a Project Director is unsure whether a Grant Application and Pre-Approval 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 Application and Pre-Approval Form, renewal applications must still be submitted to the Grants Office for review prior to being submitted to an outside agency.

II. Grant Proposal Review & Submission

    A.   Project Director Responsibilities:

1. Project Directors must submit *all* applications to the Grants Office for review prior to being submitted to any outside agency, including renewal applications and proposals that are filed electronically.

2. Project Directors developing grant proposals may contact the Grants Office for assistance at any time during this process, and are encouraged to use the resources made available through the Grants Office.

B. Grants Office Responsibilities:

1. Once a grant proposal is submitted for review, Grants Office staff should follow the procedures described below:

   a) Start a file for the project, which will include all relevant information about the project, including but not limited to: the completed Grant Application and Pre-Approval Form, the grant application, and copies of pertinent correspondence (memos, emails, etc.) with the grant-making agency or within the District.

   b) Review the proposal and provide technical support to the Project Director

   c) Provide a Board Update of the project to the YCCD Board of Trustees.

   d) Assist with securing authorized signatures for the application, if necessary.

   e) Assist with making copies and submitting the application to the grant-making agency.

C. For additional information regarding application preparation and submission, staff should refer to the *YCCD Grants Office Guidelines for Preparing a Grant Proposal*.

III. Grants Administration and Monitoring

A. Grants Office Responsibilities:

1. When the District or one of its colleges is awarded funds from an outside agency, *YCCD Grants Office staff* will:

   a) Enter the information into the Program Matrix.

   b) Obtain authorized signatures on the contract, and return to the grant-making agency, if necessary.

   c) Notify the Project Director of the award via email, including a copy of the contract, and outlining the reporting requirements.

   d) Meet with the Project Director, if requested, to provide technical assistance on program requirements, goals, or implementation.

e) Review, obtain signatures, and submit copies of all reports, revisions, extensions, or other official correspondence with the grant-making agency.

f) Maintain a file of all pertinent information relating to the grant project.

g) Prepare reminder memorandums at the beginning of the prior 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 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 making any budget expenditure or programmatic changes.

d) Ensure activities are completed and project objectives are met in a timely manner, and that all expenditures are in accordance with the contract 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 program. If the program entails matching funds in the form of in-kind staff time (i.e. a District or College employee spending their time on the project as a way of contributing matching funds), then that employee must complete and submit *monthly* Multi-Funded Personnel Activity Reports (PARs) 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.*

Cross References (see also):
YCCD Policy 3280 – Grants
YCCD Policy 6-8015 – Grant Accounting

Procedure Last Revised: ~~March 12, 2008,~~ December 11, 2020
Last Reviewed: December 11, 2020