AP 3280 – Grants

Approved by Leadership: November 2013

Reference: Education Code Section 70902

Criteria for Grant Applications
Grant proposals and applications submitted must support the Board’s vision and the mission, values and strategic initiatives of the District. Key focus areas are:

- Provide quality instruction and services that support students in pursuing and achieving their educational goals and objectives.
- Respond to student and community needs by creating new programs and/or expanding existing programs.
- Assist in implementing innovative teaching and learning approaches that prepare students to be productive citizens in a diverse and dynamic world.

Grants will align with the Educational Master Plan. Ideally, grant applications will be generated from the results of the college’s annual Planning, Budgeting and Assessment (PBA) process.

Processes For New Grants
This process includes application development, approval, submission and award notification/implementation.

Application Development Process
Prior to applying for any NEW grant, a completed Preliminary Grant Assessment Form (located on MyBC under departments - Grants Research and Development) shall be submitted to the appropriate Dean, Associate Dean or Director and Vice President for review/approval. Once this step is completed, a copy of the Preliminary Grant Assessment Form, along with signature approval from the Dean, Associate Dean or Director and VP, must be submitted to the Manager, Grants Research and Development.

Consultation with the Office of Grants Research and Development during the grant writing process is required. During the development process of the proposal, the Manager, Grants Research and Development, in collaboration with the project director/grant writer, will complete and route a BGCCD Grant Proposal Routing Form, along with the grant proposal, budget and supporting documentation, for institutional approval prior to the application deadline (target: no later than 2 weeks prior to due date). The Division, Program, Department, faculty or staff member, in collaboration with the Grants Manager, Human Resources, and Business Services Grant Personnel, will prepare the following proposal documents as applicable:
Abstract – includes a description of problem the project supports and how the project supports the project goals and objectives and the district mission

Proposed Budget and Funding Information – includes funding source, performance period, Project Director and Key Personnel, matching fund requirements (if applicable), indirect rate, and district support needed

Proposal Narrative and Supplementary Documents

Approval and Submission Process
Prior to submission to the granting agency, the application materials described above must be submitted for review by the appropriate Dean, Associate Dean, or Director and VP. The proposal must also be approved by the appropriate Dean, Associate Dean, or Director and VP as well as the Human Resource Director, designated Business Services Grants Personnel, Vice President of Administration and Superintendent/President. Sufficient lead time (target: 2 weeks prior to proposal due date) must be allowed prior to agency deadlines to obtain the necessary approvals. The completed grant proposal must be available for review and signature by the appropriate individuals prior to submission to the granting agency.

All grant proposals are submitted in coordination with the Office of Grants Research and Development rather than by a department or individual. The Project Director/Grant Writer or designee will be present to assist the Grants Manager with all proposals submitted electronically to ensure compliance with requirements imposed by the funding agency. The proposal shall be submitted in a manner that assures timely application for and processing of grant applications and funds.

Award Notification and Implementation Process
The Office of Grants Research and Development and designated Business Services Grants Personnel must be notified immediately upon receipt of a grant award. A copy of the award notification must also be submitted to the designated Business Services Grants Personnel and the Grants Manager. Upon notification of a grant award, the Manager, Grants Research and Development shall prepare a board agenda item and submit to the President the following information in order to inform the Board of funding award. The agenda item will include:

- Amount/Value of Grant Award
- Funding Term
- Project Name and/or Purpose
- Funder
- Originating Department
- Vice President

Process for Grant Renewals
This process includes application process, approval and submission, award notification and implementation.

Grant Renewal Application Process
A Project Director intending to submit an application to renew an existing grant must consult with the Grants Manager to complete the BGCCD Grant Proposal Routing Form. Additionally, the Project Director will submit all proposal documents required for grant renewal consideration (proposal, budget, supporting documents and annual performance report for the previous funding year, as applicable) to the Manager, Grants Research and Development.

Grant Renewal Approval and Submission Process
The renewal application proposal must be approved and the BGCCD Grant Proposal Routing Form must be signed by the appropriate Dean, Associate Dean, or Director and VP as well as the Human Resource Director, designated Business Services Grants Personnel, Vice President of Administration and Superintendent/President.
All grant proposals are submitted in coordination with the Office of Grants Research and Development rather than by a department or individual. The Project Director/Grant Writer or designee will be present to assist the Grants Manager with all proposals submitted electronically to ensure compliance with requirements imposed by the funding agency. The proposal shall be submitted in a manner that assures timely application for and processing of grant applications and funds.

**Grant Renewal Award and Implementation Process**
When notification of a renewal grant award is received, the Manager, Grants Research and Development shall prepare a board agenda item and submit to the President the following information in order to inform the Board of funding award. The agenda item will include:

- Amount/Value of Grant Award
- Funding Term
- Project Name and/or Purpose
- Funder
- Originating Department
- Vice President

**Process for Continuation (Multi-Year) Grants**
The steps in the process, approval and award notification/implementation process for continuation (multi-year) grants include:

**Grant Continuation Process**
Upon receipt of award notification from the funding agency, the Project Director of a continuing (multi-year) grant must submit a copy of the continuation award notification, proposed continuation budget and the annual performance report for the previous funding year to the Manager, Grants Research and Development and designated Business Services Grants Personnel.

**Grant Continuation Award and Implementation Process**
The Board will be informed when award notification has been received on a continuation (multi-year) grant. A Grant Continuation Award Notification from the funder, proposed continuation budget and annual performance report from previous funding year is required and must be submitted to the Grants Research and Development Office and Business Services Grants Personnel before any continuation award funds can be expended on project activities.

The Project Director is solely responsible for complying with all requirements, including mandatory reports, of the funding agency on all grants approved and awarded for funding.

**Exhibits**
Butte-Glenn Community College District forms to be used in the grant feasibility and approval processes and may be obtained via the WEB or the Office of Planning, Research and Organizational Development.

Exhibit 1: Preliminary Grant Assessment Form
Exhibit 2: BGCCD Grant Proposal Routing Form
Upon review and approval, submit copy of completed form to Cheri Taylor, Manager, Grants Research and Development, SAS 339

<table>
<thead>
<tr>
<th>Name of employee submitting form:</th>
<th></th>
<th>Email:</th>
<th>Phone:</th>
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**Questions about your proposed project:**

1. Does your project support the College’s mission and one or more of the initiatives of the Strategic Direction in the Educ. Master Plan?  
   - Yes  
   - No  

2. Does your project relate to a learning outcome or recommendation from your Program Review?  
   - Yes  
   - No  

3. Have you discussed this idea with your Dean and/or VP?  
   - Yes  
   - No  

4. Have you identified a source of funding?  
   - Yes  
   - No  

5. Does the College currently have the resources, such as personnel and space, to administer this grant?  
   - Yes  
   - No  

6. Have you identified grant partners? (A partner might be an industry partner, such as Lundberg Family Farms, Sierra Nevada Brewing Co., or an educational partner such as Chico Unified School District or CSU, Chico.)  
   - Yes  
   - No  

7. If the project requires matching funds, have you identified possible sources? (Matching funds come from various sources and may be cash or in-kind. Examples of in-kind resources include staff time, facilities, and donated goods and services.)  
   - Yes  
   - No  

8. Is there a strong project team (including in-house staff and outside partners) in terms of experience, commitment to the project, and working relationships with one another?  
   - Yes  
   - No  

9. Is there sufficient data/information to demonstrate the need for the project?  
   - Yes  
   - No  

10. Have you identified who will help develop/write the proposal?  
    - Yes  
    - No  

11. Has a project director/manager/champion been identified for the proposed project? Insert Name:  
    - Yes  
    - No  

Provide a brief description of your project:

<table>
<thead>
<tr>
<th>Estimated total project cost:</th>
<th>$</th>
<th>Estimated amount of grant request:</th>
<th>$</th>
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</table>

**Funding Source (if identified):**

- Federal  
- State  
- Local  
- CCCCO  
- Private Foundation/Revenue  
- Other:  

**Assistance requested from Grants Research and Development Office and Institutional Research:**

- Proposal Writing  
- Proposal Editing  
- Budget Development  
- Project Planning  
- Data/Information Support  

Reviewed and Approved by:

<table>
<thead>
<tr>
<th>Dean/Director or Associate Dean Signature</th>
<th>Area/Department</th>
<th>Date</th>
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<tr>
<td>VP Signature</td>
<td>Area/Department</td>
<td>Date</td>
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**Upon review and approval, submit copy of completed form to Cheri Taylor, Manager, Grants Research and Development, SAS 339**
**BUTTE-GLENN COMMUNITY COLLEGE DISTRICT**  
**GRANT PROPOSAL ROUTING FORM**  

**Proposal Routing Date:**

**Proposal No:**

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<th>NAME</th>
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**Proposer/Initiator:**

**Co-Proposer/Initiator:**

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<th>PROJECT TITLE:</th>
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<td>(See Abstract Attached)</td>
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**FUNDING SOURCE:**

- **AFFILIATION:**
  - Federal
  - State
  - Local Gov
  - CCCO
  - Private for Profit
  - Non-Profit
  - Foreign

- **PASS THROUGH:**
  - Yes
  - No

- **RFA #:**
- **CFDA #:**
- **ARRA**

- **AGENCY:**
- **FUNDING SOURCE:**
  - Federal
  - State
  - Local Gov
  - CCCO
  - Private for Profit
  - Non-Profit
  - Foreign

- **PASS THROUGH:**
  - Yes
  - No

- **AFFILIATION:**
  - Federal
  - State
  - Local Gov
  - CCCO
  - Private for Profit
  - Non-Profit
  - Foreign

- **PASS THROUGH:**
  - Yes
  - No

- **AGENCY:**

**PROJECT STATUS:**

- **NEW**
- **RENEWAL**
- **TASK ORDER**

**FOCUS AREA:**

- **Econ Dev**
- **Public Service**
- **Research**
- **Scholarships**
- **Student Learning**
- **Student Support**
- **Technology**

**BUDGET SUMMARY:**

<table>
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<tr>
<th>Budget Period</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
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<td>Total Direct Costs (TDK)</td>
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<td>Indirect Costs</td>
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<td>TOTAL REQUEST</td>
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- *Subcontracts (included in request)*

- *Send copy of budget, abstract and Grant Proposal Routing form to Business Contracts/Risk Management office*

**Indirect Rate:** _______%  

- **Base:**
  - Agency Rate

**MATCH/COST SHARE PROVIDED BY:**

- **Mandatory**
- **Voluntary**
- **Detailed Cost Share Budget Attached**

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<th>Budget Period</th>
<th>Year 1</th>
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<td>3rd Party Cash-Prop #</td>
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<td>3rd Party In-kind (Non Cash)</td>
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<td>TOTAL Cost Share</td>
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**Request for BGCCD Faculty/Staff Time (Re-assigned Time (RT), BGCCD Match/Cost Share (CS))**

**Please see attached detailed budget.**

**Type** | **Name** | **Dept** | **%/Hrs/Units** | **Salary** | **Fringe** | **Semester/Year/Time Period**
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****Compensated time by BGCCD which is not paid for with funds from the project**

- **Additional Compensation (AY overload, summer and breaks)**
  - See attached budget(s) for detail

**Send copy of budget, abstract and Grant Proposal Routing Form to Dean/VP, Project Director, and designated Business Services-Grants personnel:**

**Date Sent:**

**By:**

PROD: Grants Research & Development_10/22/2013
Does the proposed activity involve: (If answer is YES, provide additional information)

1. Conflict of Interest Required?  
   - Yes  
   - No

2. Use of Human Subjects?  
   a. Application submitted?  
      - Yes  
      - No  
   b. Clearance received?  
      - Yes  
      - No

3. Use of vertebrate animals?  
   a. Application submitted?  
      - Yes  
      - No  
   b. Clearance received?  
      - Yes  
      - No

4. Biological hazards?  
   - Yes  
   - No

5. State Clearing House (Exec Order 12372) review?  
   - Yes  
   - No

6. Creation/development of technology-mediated instruction or learning materials?  
   - Yes  
   - No

7. Program Staff  
   - Volunteers  
   - Minors

8. Program Services  
   - Minors  
   - Disabled  
   - Elderly

Please review the proposal carefully. By signing below, you verify that the proposal and routing information is complete and accurate, the proposed project meets funder requirements, cost share has been obtained or will be secured prior to any project expenditures, and any budgetary changes will be submitted for BGCCD Business Office and Board approval prior to award acceptance. You also certify that you are not debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement common rule and will notify designated BGCCD Business Services Grants Personnel and Grants Manager immediately if your status changes.

Proposer/Initiator (PI/Project Director/Manager)  
Co-Proposer/Initiator (Co-PI/Project Director/Manager)  

SIGNATURE APPROVALS:  
Associate Dean(s), Director(s) or Dean(s) /HR/Business Office  
VPs/Superintendent/President

☐  
ASSOCIATE DEAN (see approval statement below)  
Date

☐  
ASSOCIATE DEAN (see approval statement below)  
Date

☐  
DIRECTOR (see approval statement below)  
Date

☐  
DIRECTOR (see approval statement below)  
Date

☐  
DEAN (see approval statement below)  
Date

☐  
DEAN (see approval statement below)  
Date

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DEAN (see approval statement below)  
Date

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DEAN (see approval statement below)  
Date

☐  
DEAN (see approval statement below)  
Date

Dean(s), Associate Dean(s) or Director(s) approve(s) project, including cost share/match, and certifies its compatibility with college mission and policies including space, facilities, funds and personnel.

☐  
HR Director: Kelly Barron  
Date

Certifies that personnel commitments made are generally appropriate and consistent with BGCCD policies – new personnel only.

☐  
Accountant: Shann Pustejovsky  
Date

Certifies that budget/match commitments made are generally appropriate and consistent with BGCCD policies.

☐  
VP Planning, Research, Org. Dev.: Lester Jauron  
Date

Alternate: Tom Onwiler  
Date
Certifies that commitments made (e.g., of State or BGCCD resources, cost share, or space and facility availability) are generally appropriate and consistent with BGCCD mission and policies.

☐  
VP Student Services: Al Renville  
Date

Alternate: Karen Micalizio  
Date
Certifies proposed project is consistent with academic policies, student services, mission, goals, objectives and policies of BGCCD.

☐  
VP Learning: Samia Yaqub  
Date

Alternate:  
Date
Certifies proposed project is consistent with academic policies, student learning, mission, goals, objectives and policies of BGCCD.

☐  
VP Administration/CBO: Andy Suleski  
Date

Alternate: Trevor Stewart  
Date
Certifies that commitments made (e.g., of State or BGCCD resources, cost share, or space and facility availability) are generally appropriate and consistent with BGCCD mission and policies.

☐  
SUPERINTENDENT/PRESIDENT: Kimberly Perry, Ed.D.  
Date

Certifies that commitments made (e.g., of State or BGCCD resources, cost share, or space and facility availability) are generally appropriate and consistent with BGCCD mission and policies.

PROD: Grants Research & Development_10/22/2013