

## **206-01 GRANT APPLICATION—PROCEDURE**

### **1. PURPOSE**

The purpose of this procedure is to outline the processes required for grant applications.

### **2. PROCEDURE**

#### 1. Definitions

##### a. *Grants* are

- i. External sources of revenue streams outside the scope of state appropriations, property taxes and tuition and fees;
- ii. Separate and distinct financial instrument from gifts, endowments or open-ended charitable contributions;
- iii. Funds awarded to the College by government agency, public or private foundation, or corporate or personal philanthropy that do not have to be repaid back to the funder unless contracted terms are abrogated;
- iv. Restricted to specific applicants;
- v. Awarded on either a discretionary basis through a competitive process or on the basis of a pre-determined formula;
- vi. Have obligatory conditions and standards which must be met;
- vii. Have reporting requirements

b. *Grant or Program manager* is a responsible employee appointed to manage each grant. The grant or program manager may or may not function as the grant's official principal investigator (PI).

c. *Principal Investigator (PI)* is the person who takes direct responsibility for completion of a federally funded project. The PI reports directly to the funding agency and is responsible and accountable for the proper conduct or the project or program including the submission of all required reports.

d. *Personnel Activity Report* records time and effort devoted to a particular grant by an individual. Such reports are generally prepared by the Grant Accountant for certification by the employee or their supervisor. They are usually presented on either a quarterly or semi-annual basis.

2. Grant applications and other requests for external funds must demonstrate support of the College's Mission and Strategic Plan.
3. Sustainability of externally funded programs, projects, or purchases after the grant funding has ended, is a critical decision-making factor when determining what grant applications will be approved.
4. The feasibility of required program outcomes and timelines will be critically evaluated when determining what grant applications will be approved.
5. College faculty and staff may investigate funding opportunities or ideas for funded programs, projects, or purchases. These opportunities should be presented to and approved by the division Associate Dean or Director, Dean, Executive Director, Associate Vice President, Vice President, Provost, and President (as applicable). The purpose of the approval process is to provide additional direction and to make sure all potentially affected parties are in the communication loop before the Grant Proposal Form is created and a grant application is submitted.

6. The Grant Proposal Form will be approved by the division Dean or Executive Director, Associate Vice President, Vice President or Provost or President before being routed for additional review, and, approval.
7. A Grant Proposal Form will be completed and fully approved for all grant and contract requests before a grant application is submitted to a grantor. The request will include a detailed proposed budget, and any College match requirements will be clearly identified on the request form.
8. Review and approval of the Grant Proposal Form must include the Grants and Accounts Payable Manager, the Executive Vice President, and the College President. Other approvals may be required, including:
  - a. Human Resources: required for all requests that include staffing costs
  - b. Facilities: required for all requests that include staffing and/or special space
  - c. ITS: required for all requests that include technology purchases
9. Requests for funding of less than \$5,000 may be submitted using the Grant Proposal Short Form.
10. If a funding source requires an application for funding to be made by a non-profit entity, the College President may request the cooperation and assistance of the Coconino Community College Foundation or other non-profit entity in making the application. All requests made by the College Foundation where funds will be expended by the College must receive approval in advance through the Grant Proposal Form.

### **3. BACKGROUND**

1. References: Arizona Office of the Auditor General Uniform System of Accounting and Financial Reporting for Arizona Community College Districts
2. Revision history: 03/23/2011 (new), 09/11/2019
3. Legal review: none
4. Sponsor: Business and Administrative Services

Adopted by College Council: 03/23/2011

Adopted by Executive Leadership Council: 09/11/2019

**COCONINO COMMUNITY COLLEGE**