

206-02 GRANTS GOVERNANCE AND DETERMINATION—PROCEDURE

1. PURPOSE

Describes the authority, responsibility and process for making applications for grants and other external funds on behalf of the College.

2. PROCEDURE

1. Authority and Responsibility
 - a. College President

The College President approves grant applications and other requests for external funds on behalf of the College.
 - b. College Grants Committee

The Committee implements the Shared Governance Model with regard to evaluating, prioritizing and pursuing grant opportunities and recommends applications to the College President for approval.
 - c. College Foundation

If a funding source requires an application for funding to be made by a non-profit corporation, the College President may work with the Advancement Office to request the cooperation and assistance of the Coconino Community College Foundation or other non-profit corporations in making the application.
 - d. College Faculty and Staff

Faculty and staff identify and evaluate funding needs or ideas for programs, projects or purchases through department and division meetings before consideration for approval by the College Grants Committee.
 - e. College Grants Coordinator

Funding opportunities are identified, evaluated and catalogued by the College Grants Coordinator.
2. Determination
 - a. Grant applications and other requests for external funds must demonstrate support of the College's Mission and Strategic Plan.
 - b. Grant Applications and other requests for external funds that address the greatest and most critical financial needs of the College are given priority.
 - c. Grants and requests with the highest potential for return on investment in terms of staff time and other College resources are given priority.
 - d. Sustainability of externally-funded programs, projects or purchases, post-award, is a critical decision-making factor.
 - e. The capacity of College staff to actively participate in grant application and award management is a critical decision-making factor.
 - f. Proposal deadlines determine the College's grant application schedule.

3. BACKGROUND

1. References: none
2. Revision history: 03/23/2011 (new), supersedes Procedure 206.1.1
3. Legal review: 05/02/2011
4. Sponsor: Office of Advancement/Grants

Adopted by College Council: 05/11/2011

COCONINO COMMUNITY COLLEGE