AP 3280  GRANTS

Reference:
Education Code, Section 70902

Prior to applying for any grant, the Division, Department, Program, faculty, or classified staff member must prepare a concept paper in a timely manner describing:

- 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 funding source
- the amount being requested
- required match, if any, and the proposed source
- the time period of the project
- partners, if any, in the grant application
- 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
- 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

The concept paper must be promptly submitted to the College Executive Council whose members will quickly review the paper for possible further development of the grant proposal.

When notification of a grant award is received, the Project or Grant Manager shall prepare a Board of Trustees agenda item requesting acceptance of funding.

Offices(s) of Primary Responsibility:  Vice President, Academic Affairs and/or Vice President, Student Services as appropriate

Date Approved:  November 26, 2007