PURPOSE

The purpose of this procedure is to describe the responsibilities in the solicitation and management of grants received from public and private sources.

PROCEDURE

1. The President controls the fund-raising activities of the College. Prior to any formal or informal request for funding from an external source, the President will approve the request, and if appropriate, indicate approval by signing the application for funding or a letter of transmittal. In the event that a signature is not required for the funding request, the President will need to provide evidence of reviewing the request for funding.

2. Once the College has been notified that funds will be granted, the Strategic Leadership Team will assign a project manager to each grant awarded.

3. Files containing correspondence, financial records, and project progress reports for each awarded grant will be maintained by:
a. Correspondence
   • Business Office will maintain the original copy.
   • Grants Office will maintain a copy.
   • Project Manager will maintain a copy.
   • Correspondence should be a coordinated effort between the Business Office, Grants Office, and Project Manager.

b. Financial and Budget Records and Reports
   • Business Office will maintain the original copy.
   • Grants Office will maintain a copy.
   • Project Manager will maintain a copy.
   • Financial reports are the responsibility of the Business Office in coordination with the Project Manager with support from the Grants Office.

c. Project Process Reports, Annual Reports and Final Reports
   • Business Office will maintain a copy.
   • Grants Office will maintain a copy.
   • Project Manager will maintain a copy and generate the report.
   • Project Process Reports, Annual Reports, and Final Reports are the responsibility of the Project Manager with support from the Grants Office.

4. The Business Office will establish a separate restricted fund account for each awarded grant.

5. A matching funds account will be established by the Business Office in coordination with the Project Manager and the Grants Office.

6. The Business Office will submit all fiscal reports to the funding agency
   • in accordance with the schedule established by the funding agency;
   • in coordination with the Project Manager.
7. Project Changes: The Project Manager will make a recommendation for project changes (budget or project activities) to the Strategic Leadership Team

- All project changes must be in accordance with guidelines established by the funding agency. These include submitting a written request for either budget or activities when the request exceeds established parameters.
- Project changes that are permitted by the funding agencies guidelines will be permitted in coordination with the recommendations of the Strategic Leadership Team.

8. The Business Office, in coordination with the Project Manager and the Grants Office, will close out the grant project, in accordance with audit procedures, at the end of the funding period.

9. The Business Office will coordinate the external audit of each awarded grant.

10. The OFFICIAL grant file will be maintained in the Business Office.