

**CHAPTER 3: GENERAL INSTITUTION
ADMINISTRATIVE PROCEDURE NO.: 3280**

COLLEGE OF THE SISKIYOU

Administrative Procedure

Title: Grants

Adoption Date: September 30, 1997; October 7, 2008

Revision Date: February 28, 2012; March 14, 2017

Responsible Area: Superintendent/President

Responsible Office: President's Office

Policy Reference: Education Code Section 70902

Grant proposals on behalf of the College must:

1. be in line with the college's mission and achievement of the Institutional Master Plan.
2. relate to an outcome or activity in the area's Program Review.

To develop a grant proposal, the following steps should be followed:

- Step 1. Complete the *Preliminary Grant Assessment Form* which is posted on the Grants website. A "yes" answer to most of the questions is needed to proceed.
- Step 2. The proposed project must be reviewed by the appropriate VP or Dean. Once that step is completed, a copy of the *Preliminary Grant Assessment Form*, along with written approval from the VP or Dean, must be submitted to the Grants Development Analyst.
- Step 3. Consultation with the Grants Office during the grant writing process is required.
- Step 4. All grant proposals are submitted by the Grants Office rather than a department or individual. The completed grant proposal must be available for review and signature by the appropriate individuals prior to submission to the granting agency.
- Step 5. The Grants Office must be notified immediately upon receipt of a grant award. A Board Report will be prepared to secure the Board's approval and authorization of expenditures.
- Step 6. Board approval is required before any funds can be spent on a project.

**COLLEGE OF THE SISKIYOU
PRELIMINARY GRANT ASSESSMENT FORM**

Questions about your proposed project:

1. Does your project support the College's mission and one or more of the goals in the Educational Master Plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Does your project relate to an outcome or activity in your Program Review?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Have you discussed this idea with your VP or Dean?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Have you identified a source of funding?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Does the College have the resources, such as personnel and space, to administer this grant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Have you identified grant partners? (A partner might be an industry partner, such as Mercy Medical Center, or an educational partner, such as Southern Oregon University.)	<input type="checkbox"/> Yes	<input type="checkbox"/> 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 services and goods.)	<input type="checkbox"/> Yes	<input type="checkbox"/> 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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Is there sufficient data/information to demonstrate the need for the project?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Have you identified who will help develop/write the proposal?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Provide a brief description of your project:

Estimated total project cost: \$ _____

Estimated amount of grant request: \$ _____

Assistance requested from Institutional Advancement:

Proposal writing

Proposal editing

Budget development

Project planning

Do you have email documentation of approval from your Dean or VP? Yes No

Name of employee submitting form: _____