AP 3280   Grants

Reference:
Education Code Section 70902

The West Kern Community College District continually evaluates new ideas that improve student learning, advances the instructional program of the District, and supports the college's ability to respond to local and regional educational needs. Toward that end, the District establishes institutional priorities, evaluates the resources required to support those priorities, and looks for both internal and external funding to implement new programs or services.

The West Kern Community College District has developed a grant proposal process which:

* Assures timely application for and processing of grant applications and funds
* Identifies required approvals for new and continuing or renewal grants
* Establishes criteria for grant applications, including the assurance that grants directly support the purposes of the District

Prior to applying for any grant, the Division, Program, Department, faculty, or staff member must prepare and submit a Project Design, which:

* describes the problem or need that the grant would address
* describes the mission and goals of the proposed project and how the project supports the District's mission
* describes the funding source and whether it is federal, state, local, or private;
* the funding request, any matching funds requirement and the proposed source of the matching funds;
* the performance period; proposed name of Project Director and Project Administrator;
* any other relevant characteristics or requirements that may impact the decision to submit the grant application.

The Project Design must be submitted to the appropriate VP/Dean for review by the President's Cabinet before submission to the Governance Council for their review.

Following review by the Governance Council, the grant application shall be submitted to the Superintendent-President for final review and approval before submission to the funding agency.

Date of Implementation: 9/19/12

When notification of a grant award is received, the Superintendent-President shall prepare and submit a board agenda item requesting acceptance of funding. The agenda item must include background information in support of the grant, a detailed activity budget, project management and evaluation budget, and a Board resolution establishing the grant funding from District funding sources, as applicable.