

AP 3280 Grants

Reference:

Education Code Section 70902

The West Kern Community College District continually evaluates new ideas that improve student learning, advance the instructional program of the District, and support 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 in compliance with Title 5 Section 53200.

Prior to applying for any grant, the Division, Program, Department, faculty, or staff member in cooperation with the appropriate supervising Administrator must prepare and submit a Project Design, which describes:

- * the problem or need that the grant would address
- * the mission and goals of the proposed project and how the project supports the District's mission
- * 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 Vice President or Executive Director for approval and then a recommendation is sent to the Superintendent/President for final approval.

Following review by the Governance Council, Administrative Services, and Academic Senate if it is 10+1, the grant application shall be submitted to the

Superintendent-President for final review and approval before submission to the funding agency.

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.