

SUBJECT: Grant Proposal Development & Grant Awards

- I. Policies and procedures are described to enable full and proper review of externally-funded grant proposals and grants awards for educational and support services. For the purpose of this policy, the term “grants” shall be interpreted as “externally funded grants,” as well as grants from the Midland College Foundation.
 - A. Grant funds include those monies or services sought and/or acquired through any grant-solicitation process, in addition to allocated state funds, used in the required ongoing operation of the college. This policy excludes external grant funding for federal, state, and student financial aid programs.
 - B. The college will actively pursue grants from appropriate private and public sources for the support and enhancement of the college’s mission, goals, and strategic plan.
 - C. The Vice President of Institutional Advancement shall have the responsibility for the coordination of grant submissions.
 - D. All grant proposals shall be coordinated through the Vice President of Institutional Advancement and receive approval from the Grant Review Committee and the Administrative Council prior to recommendation to the President for final action. All grant applications must be approved by the President.
 - E. The President shall be designated as the appropriate college official for award notifications and the sole authority to accept a grant award.
 - F. The Vice President of Administrative Services shall be responsible for the review and fiscal impact determination of all grant awards. Recommendations shall be made to the Administrative Council and the President.
 - G. The Grant Review Committee shall establish reporting guidelines and provide oversight to ensure that all activity and expenditures are in accordance with any and all contracts and agreements the college has made with the funding agency.
 - H. Fiscal management responsibility for grant awards shall be handled by the Grant Accountant in coordination with the Project Director.
- II. External Grant Proposals

Prior to proposal preparation, the faculty/staff member seeking funding shall:

- A. Review the *Directions for Submitting Your Ideas Using the Midland College Grant Proposal Request* (Shared\Forms\MC-GrantRequestDirections) Form.
- B. Complete the *Grant Proposal Request* (Shared\Forms\MC-GrantProposalRequestForm) form.
- C. Secure approval signatures of the applicable division dean/department head, Human Resources, Vice President of Information Technology and Facilities, Purchasing Agent (if pertinent), Dean, and Vice President on the *Grant Proposal Request* form.
- D. Submit the completed and signed *Grant Proposal Request* form to the Institutional Advancement office.
- E. The Vice President of Institutional Advancement will present the request at the next scheduled meeting of the Grant Review Committee.
- F. The Grant Review Committee will review the Grant Proposal Request and may request a presentation by the writer.
- G. Upon approval of the Grant Review Committee, the Vice President of Institutional Advancement will place the proposal on the Administrative Council agenda.
- H. The Grants Development Specialist shall:
 - 1. Act as a resource person supplying information, data, statistics, and persons to contact to assist the grant writer in the preparation process.
 - 2. Be proactive in the grants process by working with potential grant writers to identify their goals, objectives, needs and wants, and to help them identify sources that will support their ideas and planned activities well in advance of the grant's submission date.
 - 3. Provide direct support in the grant-writing process by writing those sections of the grant that apply to general college information or statistics such as organizational structure, the college mission and goals, demographics, etc.
 - 4. Coordinate the grant proposal-writing process with final oversight responsibility of document presentation, format, required college signatures, packaging, and delivery.

- I. Three weeks before the proposal due date:
 - 1. The Grants Development Specialist shall submit the proposal and budget to the Vice President of Institutional Advancement for review.
 - 2. The Grants Development Specialist will review the budget with the Director of Accounting.
 - 3. The Grants Development Specialist shall review the entire proposal with the Vice President of Institutional Advancement for possible editing to conform with RFP requirements.
- J. The Grants Development Specialist will obtain final signatures and submit the grant.
- K. The Vice President of Institutional Advancement shall notify the President, Administrative Council, Director of Accounting, appropriate supervisor, and proposal developers when award decisions are received.
- L. The Project Director shall negotiate final terms of the project with the funding agency officials; however, the Director must submit proposed objectives and revisions to the Grant Review Committee who must approve the revisions prior to negotiation with grant officials.
- M. The Grant Accountant shall review reimbursement requests and fiscal documents prior to being submitted to the funding agency.
- N. Working with the Grant Accountant, the Project Director shall provide written reports regarding the status of all current, active grant projects and appear before the Grant Review Committee each fall and spring.
- O. The Project Director shall be responsible for submission of all required fiscal, evaluation, and follow up reports to the funding agency.
- P. Utilizing the *Report to the Grant Review Committee* (Shared\Forms\MC-Report to the Grant Review Committee), the Project Director will submit a written/email report by the Wednesday immediately preceding the designated review date.
- Q. The Project Director shall take action on all Grant Review Committee recommendations and address these at the following review.

III. Midland College Foundation Proposals

- A. Proposals to the Midland College Foundation with appropriate signatures will be submitted on the *Midland College Foundation Grant Request Summary* (Shared\Forms\MCF-GrantRequestSummary).
- B. Foundation requests are due in the Midland College Foundation Office by April 1 and October 1 of each year.
- C. The Midland College Foundation Executive Director will prepare a roster of all grant requests and place this item on the Administrative Council agenda three weeks prior to the Midland College Foundation Board meetings.
- D. The Administrative Council will prioritize the projects as they reflect the diversity of campus needs for the College President.
- E. The College President will request funding from the Midland College Foundation at a regularly scheduled meeting.
- F. The Midland College Foundation Executive Director will notify grant recipients in writing immediately following the biannual Midland College Foundation meetings.
- G. Each grant writer receiving funding shall prepare written Interim and/or Final Reports using the *Midland College Foundation Grant Report* (Shared\forms\MCF-Grant Report Form) form to the Midland College Foundation Executive Director. This report is due on April 1 or October 1 depending upon the funding cycle.
- H. Each grant writer shall submit a thank you letter to the Midland College Foundation President describing the impact of the grant. This letter is due on April 1 or October 1 depending upon the funding cycle and may be sent via campus mail to the Executive Director.