



Broward  
Community  
College

## Procedure Manual

<b>Title:</b> Grants or Contracts for Program Support	<b>Number:</b> A6Hx2-6.18
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Grant proposals shall be consistent with the mission of the institution and campus goals, as well as having the support of the respective administrators, such as the provost/vice president and other administrators, as required. In an effort to gain widespread support for grants and insure their success, early involvement by administration is essential. When college endorsement for a grant application is evident, in-kind and cash matches will be made available according to the needs and requirements of the grant. Although widespread support may not exist for every grant project, attempts will be made to involve college personnel to the greatest extent possible in project implementation.

**External Grant Defined.** An external grant is a monetary award, restricted to uses imposed by the grant contract received by the College from any public or private agency. A competitive external grant involves a pool of applicants where awards are based on selection criteria set by the funding source and are not determined solely by formula or distributed to all applicants. A noncompetitive or formula grant is an award determined by organizational characteristics rather than by the quality of a written proposal.

External grants are considered an integral part of College funding and a vital means of expanding College activities with additional programs and services in support of the mission of Broward Community College. Given the limitations of the College budget, external grant funding is an excellent alternative for program support. College personnel are strongly encouraged to seek out grant opportunities and to be entrepreneurial in their approaches.

Usually grant awards are the result of a proposal developed and initiated by College personnel. In some cases, the College may be asked by a funding source to participate in a grant project on a noncompetitive basis, which would not require that the College initiate the grant request.

**Director of Resource Development.** All applications for external grants are made through the Director of Resource Development, who reports to the Vice President for Development. In order that the College grants effort is well coordinated and systematic, the initial development of grant applications, both public and private, is coordinated by the Director of Resource Development. The Director of Resource Development reviews all grant proposals and identifies areas of strength and weakness in relation to the College mission and goals. As facilitator for College grants, the Director of Resource Development also assists in identifying funding sources and developing proposals. The Director of Resource

<b>Recommending Officer's Signature</b> 	<b>Date</b> 07/01/98	<b>President's Signature</b> 	<b>Date</b> 07/01/98
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Development helps grantseekers navigate the College grants system and has latitude in using the Initial Grant Idea Form based on the needs of individual situations.

**Project Director (Grant Administrator).** Either the proposal initiator or another individual shall be designated to serve as Project Director of the awarded grant; this role entails responsibility for fiscal and program administration consistent with the grant's guidelines. Such areas include:

- Proper and timely completion of all necessary paperwork, including evaluation reports, and ongoing and final performance reports.
- Achievement of all grant goals and objectives.
- Adherence to the grant budget and satisfaction of all grant contractual requirements.

**Incentives for External Competitive Grants.** Cash incentives will be given for grant proposal writing that results in competitive external grants being awarded to the College. The grant originator(s) will receive a cash incentive of \$150 for grant awards of \$1,000 to \$9,999; \$300 for grant awards from \$10,000 to \$49,999; \$500 for grant awards from \$50,000 to \$99,999; and \$800 for grant awards of \$100,000 and greater. Grant award amounts do not include any matching funds. No individual will receive more than \$1,000 per year. Incentives will be based on the initial grant allocations in cases of multi-year awards. Where grants involve a team of writers, the team members will determine the distribution of the incentive awards. College personnel whose job descriptions include grant proposal writing are not eligible for monetary incentives. Eligibility for a cash incentive will be determined by the person's supervisor.

Where grants allow indirect cost recovery, one-half of those monies will be used to fund grant incentives. Indirect costs recovered from grants will be recorded in the particular grant budget and then transferred to the General Fund as revenue. A budget amendment will be used to allocate an amount equal to one-half of the funds for grant incentives.

### Application Process

When applying for government or private grants, the following steps need to be taken.

1. Personnel interested in developing a grant proposal should discuss the idea with their supervisor and other appropriate College administrators.



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2. Upon consensus that the proposed project is feasible and needed at the College, the Director of Resource Development should be contacted.
3. The Director of Resource Development will then coordinate completion of the Initial Grant Idea Form.
4. The Director of Resource Development will also assist in developing proposals, researching funding sources, and determining availability of any required matching funds.
5. If the grant proposal budget includes fully funded direct instructional costs for any College course, the Director of Resource Development will coordinate with the appropriate Vice President/Provost/Executive Director to insure that 25 percent of the instructor's salary is provided by the College. By doing this, the College will be able to report the generated Full-Time Equivalent (FTE) for state funding.
6. The College Grants Accounting Department will assist in preparing the proposed budget based on a project narrative submitted by the grant initiator or the Director of Resource Development.

In some cases, such as when 501(c)(3) status is required, applying for funding as Broward Community College Foundation rather than as Broward Community College may be advantageous. In these situations, applications need to be coordinated with the Executive Director of the Broward Community College Foundation through the Director of Resource Development.

Before submission to the funding agency and to the Board of Trustees for information purposes, the application will be analyzed and reviewed by the College Grants Accounting Department and, if appropriate, Human Resources staff to insure that:

- The project is fiscally sound.
- Personnel requirements of the grant do not conflict with College policies.
- The budget covers all stated objectives and adheres to College policies.



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- The area to retain title to purchased equipment is identified, if appropriate.
- To the extent possible, administrative and maximum indirect costs are requested. For grants where indirect cost is additional to the project budget, the maximum indirect cost will be sought. For grants where the indirect cost is part of the project budget, the Project Director, the Comptroller, and the Director of Resource Development will decide if it is in the College's best interest to seek indirect cost recovery.

The Director of Resource Development will either transmit the application to the funding agency or approve the finished application so that the grant originator can transmit the application to the funding agency. A copy of the final grant application will be submitted to the Board of Trustees by the Director of Resource Development.

The President is authorized to act as a signatory agent for the Board of Trustees in requesting grants to the College from all external agencies. The Board of Trustees shall be informed of all such requests at its next regularly scheduled meeting. This information will be made a matter of record in the official minutes of the Board of Trustees.

**Award.** Grants to the College which have been approved by funding agencies will be submitted by the Director of Resource Development to the Board of Trustees for official acceptance or rejection at the first regularly scheduled meeting following notification of funding. The Board action shall be duly recorded in the Board minutes to reflect the amount and purpose of the approved grant and the matching contribution, if any, required from the College.

Upon receipt of all executed award documents and contracts, the Director of Resource Development will assess whether a pre-activity orientation meeting is necessary. Participants would include the Project Director, the Project Director's supervising administrator, the Project Accountant, and, if appropriate, the Director of Human Resources.

At the pre-activity orientation meeting or when all documentation has been received, the College Grants Accounting Department will work with the Project Director to complete the paperwork necessary to establish the cost center in the accounting system. The Project Accountant will maintain the official project fiscal file of record as required by the grant guidelines.



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**Administration.** The grant-funded project benefits from being proactively managed with careful monitoring throughout the award period. Significant points to be considered include:

- Project budgets may not exceed the amount awarded.
- Approved College matching, once established, cannot be exceeded.
- Programmatic or budget changes to the approved application may not be made without prior documented approval from the grantor.
- The Comptroller or his/her designee will sign all grant budget amendments and financial reports. Requests for such approval should be made in a timely manner.
- Expenditures must be consistent with the grant/contract budget.
- No obligations may be incurred before or after the award period.
- Individuals in positions funded by grants shall take their vacation leave during the award period. Grants personnel will not be paid for unused vacation leave.

Commonly, in addition to defining the award period, grants also prescribe a date by which encumbrances must be liquidated and obligations paid. Accordingly, orders, especially for equipment, should be placed as early in the grant period as possible, to insure receipt, invoicing, and payment prior to the prescribed date. Necessary follow-through with the Purchasing Department, vendors, Central Receiving, and other College offices is the responsibility of the Project Director.

The Director of Resource Development facilitates the external grants activity for the College, especially at the proposal stage. Once the grant is funded, however, the Project Director works closely with the Director of Human Resource Management, the College Grants/Accounting Department, the Purchasing Department, and any other College departments necessary to insure success.

[Link to Policy 6Hx2-6.18](#)