

PROCESS FOR GRANT APPLICATIONS

Prior to writing any grant proposal, a Division, Program, Department, faculty or other staff member must prepare a "Proposal for Submission of Grant Application." Information provided on this form will ensure a review of potential requirements for matching District resources and alignment with District goals/objectives and Strategic Plan.

The completed form is submitted to the President/Superintendent or designee, and subsequently presented to Senior Management for its approval prior to the development of the grant application. The Senior Management may also ask the District Governance Senate, Strategic Planning Committee, Budget Committee, or others to review/comment on the Proposal.

If a grant application is less than \$30,000 and the grant-prescribed timeline is less than two weeks, initial approval may be secured from the area Vice President. The Proposal for Submission of Grant Application will then be presented to the Senior Management for its approval prior to the development of the grant application. Following Senior Management approval, the grant application may be written and submitted to the funding agency, with Vice President approval and a copy to the President/Superintendent or designee.

Reference: Education Code Section 70902
Form: Proposal for Submission of Grant Application
Adopted: April 8, 2013
Revised: June 8, 2020