

GRANT REVIEW PROCESS

POLICY:

All individuals seeking a grant from an external source (federal, state, regional, municipal, or corporate/private) must complete a **Statement of Intent (adopted and 10/24/2007 and last revised 03/2017)** and submit this to the Grants Director as early as possible, but preferably no later than two weeks prior to the proposal due date. This will trigger a review by the Grants Director and/or the Foundation concerning the degree to which the grant, and the project or activity it will fund, is consistent with the CCCC's mission, Strategic Plan, and fundraising priorities. The Grants Director will coordinate multiple solicitations to the same source and will advise on appropriate amounts to request, and provide help with the application process.

A copy of the grant proposal and grant budget will be forwarded by the Grants Director to the Vice-President of Administration and Finance, and/or the Foundation's Executive Director two weeks prior to the grant due date. This will insure adequate time for a thorough review of the grant budget and its fiscal implications and alignment with institutional priorities.

It is the intent of this review process that the Grants Director, the Finance department, and Foundation staff serve as resources to assist grant applicants.

BACKGROUND:

Both the NEASC Accreditation Report (1998) and the KPMG Peat Marwick Management Letter indicated the need for a more thorough and formal grant review process prior to submission. Accordingly, a more systematic process of reviewing funding opportunities and ensuring they meet institutional priorities was adopted in 2007 and is reviewed and updated annually.

NEASC: "The College has aggressively pursued and obtained grants to supplement the budget, however there is little planning or analysis of the fiscal impact of maintaining the projects after the grant has expired. This results in the discontinuation of the initiative or the accommodation of the costs at the expense of other programs or initiatives...The Fiscal Office should be brought into the grant writing and planning process much earlier during grant proposal preparation. Cost/benefit or similar analysis of the long-term fiscal impact of the grant proposals should be a routine part of the decision to pursue grant or special funds."

KPMG: "The College continues to authorize grants that provide the College with a relatively small administrative allowance. The college also has not approved a policy on the review process of the grant applications. All grant applications should be reviewed by the comptroller in detail..."

Adopted 10/24/07
Updated 03/2017
GOC