Keystone College Grant Preparation and Submission: Policy and Procedures

Keystone College Grants: Grant funding is an integral component of Keystone College's overall Institutional Advancement strategies. It provides important financial resources for curricular development, research, scholarships, state-of-the-art equipment, facility upgrades, community engagement, and other initiatives. Grants can also play a significant role in helping to supplement specific operational costs and creating opportunities for new projects that complement Keystone's mission.

As the College continues to grow, it is important that Keystone secure funding from a broad spectrum of public and private sources that supports our Strategic Plan and aligns with our long-term vision.

The Grants Office provides leadership and technical assistance in researching and securing external funds and in grants management/compliance to support approved College objectives in the areas of academic programming, student services, administrative operations, and special projects. The Grants Office ensures that that all fiscal, legal and programmatic aspects of the project are institutionally acceptable prior to the grant submission and that all grant obligations are met.

The Institutional Advancement Office provides assistance to Keystone faculty and staff in identifying and seeking financial resources that enhance current programming, supplement specific operational costs, and create new projects that complement Keystone's mission. All public, private, corporate, and foundation requests must be reviewed and approved by the Institutional Advancement Office prior to submission. The following policy and procedures for grant submission helps to eliminate duplication of requests to our funders, provides an opportunity for faculty and staff to obtain assistance with the development of grant applications, and assures that Keystone College grant files are complete and current.

Project Directors, interested Keystone staff, or faculty members may not submit materials (i.e. project budget and/or narrative documents) to a funding agency which appear to constitute an application, even for preliminary review purposes, without review by the Grants Office prior to submission.

Keystone College Grant Process:

A. *Grant Research and Prospecting*
   The Grants Office disseminates information and guidelines on both government funded and private foundation, corporate, or industry opportunities. Grant opportunities that have the potential for institution-wide impact are reviewed at the cabinet level for determination of the appropriate departmental or programmatic applicant.

B. *Grant Planning and Development*
Grant applications will be developed using a "design team" model. The Grants Office is responsible for the submission of the application according to the requirements of the funding source. All application filing and archiving of grant application materials will utilize electronic processes as standard operating procedure.

C. *Grant Submission*
Grant submission activities include the formatting and packaging of applications, obtaining the official signature and/or electronic verification of authorized organizational representative (AOR) required by the funding organization on the application, and the actual physical and/or electronic submission of the grant application.

Project Directors and/or interested Keystone staff or faculty members may not submit materials (i.e. project budget and/or narrative documents) to a funding agency which appear to constitute an application, even for preliminary review purposes, without review by the Grants Office prior to submission.

Keystone College Grant Identification and Application Procedures:

Academic Grants Approval Procedures to pursue funding opportunities:

A. For opportunities identified by Director of Grants –
1. Director of Grants will review opportunity with Vice President of Academic Affairs (VPAA), and appropriate Dean to mutually determine if it meets strategic objectives, priorities or advances the mission of the college.
2. Director of Grants will send a brief grant opportunity summary to appropriate faculty that provides grant objective, funding limit, eligible expenses, match requirements, due date, relevance and level of effort for application and ask them to assess interest, availability and commitment .
3. If interested and committed, faculty will provide a brief one or two paragraph *Project Abstract* to Director of Grants
4. Director of Grants will forward both Opportunity Summary and Proposed Project Abstract to VP Academic Affairs for approval to proceed. If it requires matching funds, or additional college resources, including human resources and facility usage, Director of Grants will also simultaneously forward to VP Finance for approval if necessary.
5. If approved, grant opportunity details will be included in Cabinet/IOG report.
6. Director of grants and involved faculty and staff will meet to agree upon deliverables/responsibilities/timeline for completion and will mutually develop proposal in accordance with funder requirements.

7. Faculty members and Dean will be kept informed of project development and budget development. Executive Vice President (EVP) will be included on budget details for grant projects throughout the process.
8. Final grant application will be sent to faculty, Dean, and VPAA.
9. Grant will be submitted by Director of Grants.

B. Grant identified by faculty member:
   1. Faculty member will contact Director of Grants about funding opportunity.
   2. Director of Grants will send faculty member the 2 page IA form: **Identifying Funding Opportunities and Submitting Funding Requests.**
   3. Director of Grants will forward both Opportunity Summary and Proposed Project Abstract to VP Academic Affairs, and appropriate Dean to mutually determine if it meets strategic objectives, priorities or advances the mission of the college.
   4. If grant opportunity requires matching funds, or additional college resources, including human resources and facility usage, Director of Grants will also simultaneously forward to VP Finance for approval if necessary. EVP will be included on budget details for grant projects throughout the process.
   5. If approved, grant opportunity details will be included in Cabinet/IOG report.
   6. Director of grants and involved faculty and staff will meet to agree upon deliverables/responsibilities/timeline for completion and will mutually develop proposal in accordance with funder requirements.
   7. Faculty members and appropriate Dean will be kept informed of project development and budget development.
   8. Final grant application will be sent to faculty, Dean, and VPAA.
   9. Grant will be submitted by Director of Grants.

Grants for programs, services, student activities:

A. Grant Identified by Director of Grants:
   1. Director of Grants will email a brief Opportunity Summary and Proposed Project Abstract to the Executive Vice President, Vice President of Institutional Advancement, and appropriate Dean to mutually determine if it meets strategic objectives, priorities or advances the mission of the college.
   2. Dean will identify project team to be included on grant application development. Grant funding summary and budget implications will be sent to appropriate staff member(s) to develop application and project budget (i.e. Counseling Center, Health Center, and Student Affairs if grant is for reduction of alcohol use on campus).
   3. If funding opportunity requires matching funds, or additional college resources, including human resources and facility usage, Director of Grants will also simultaneously forward to VP Finance for approval if necessary.

4. Director of Grants will send a brief grant opportunity summary to appropriate staff/ faculty that provides grant objective, funding limit, eligible expenses, match requirements, due date, relevance and level of effort for application and ask them to assess interest, availability and commitment .
5. If interested and committed, staff/ faculty identified as project manager will provide a brief one or two paragraph *Project Abstract* to Director of Grants.
6. If approved to proceed, grant opportunity details will be included in Cabinet/IOG report.
7. Director of grants and involved faculty and staff will meet to agree upon deliverables/responsibilities/timeline for completion and will mutually develop proposal in accordance with funder requirements.
8. EVP, VPAA, and appropriate Academic Dean will be kept informed of project development and budget development.
9. Final grant application will be sent to EVP, VPAA, Dean, and project manager.
10. Grant will be submitted by Director of Grants.

B. Grant Identified by Student Affairs Professionals:

1. Director of Grants will send staff member the 2 page IA form: **Identifying Funding Opportunities and Submitting Funding Requests.**
2. Director of Grants will review project and funding being sought.
3. Director of Grants will email a brief Opportunity Summary and Proposed Project Abstract to the Executive Vice President, Vice President of Institutional Advancement, and appropriate Dean to mutually determine if it meets strategic objectives, priorities or advances the mission of the college.
4. Dean will identify project team to be included on grant application development. Grant funding summary and budget implications will be sent to appropriate staff member(s) to develop application and project budget (i.e. Counseling Center, Health Center, and Student Affairs if grant is for reduction of alcohol use on campus).
5. If funding opportunity requires matching funds, or additional college resources, including human resources and facility usage, Director of Grants will also simultaneously forward to VP Finance for approval if necessary.
6. Director of Grants will send a brief grant opportunity summary to appropriate staff/ faculty that provides grant objective, funding limit, eligible expenses, match requirements, due date, relevance and level of effort for application and ask them to assess interest, availability and commitment .
7. If interested and committed, staff/ faculty identified as project manager will provide a brief one or two paragraph *Project Abstract* to Director of Grants.
8. If approved to proceed, grant opportunity details will be included in Cabinet/IOG report.

9. Director of grants and involved faculty and staff will meet to agree upon deliverables/responsibilities/timeline for completion and will mutually develop proposal in accordance with funder requirements.
10. Executive Vice President and Dean will be kept informed of project development and budget development throughout the process.
11. Final grant application will be sent to Executive Vice President, Dean, and project manager.
12. Grant will be submitted by Director of Grants.

Capital/Infrastructure Grants:

1. Under guidance from the President of the College the Director of Grants seeks to identify funding opportunities for capital projects identified as College priorities.
2. Director of Grants upon identification of potential sources of funding will review grant requirements with the President, VP Institutional Advancement, and the Vice President of Finance and Administration to determine timeline and to assess if funding aligns with strategic plan and College priorities.
3. Director of Grants will discuss with Vice President of Finance all matching fund requirements for capital/infrastructure grants to determine if pursuit of funding feasible.
4. If yes, Director of Grants will send grant funding summary, budget details including match requirements, and project abstract to VP Institutional Advancement, Executive Vice President, and Vice President of Finance.
5. If approved by these Vice Presidents, Director of Grants will list on the grant report for Cabinet/IOG meeting.
6. Director of Grants will work with appropriate professionals to develop grant application, which may include engineers, architects, grant program officials, and/or Sodexo employees.
7. Director of Grants will meet with project team to develop grant application.
8. Director of Grants will work with project team members to prepare grant application.
9. Keystone College President and Vice President of Finance will be kept informed of project development and budget development.
10. Final grant application will be sent to Vice Presidents of Institutional Advancement and Finance.
11. Grant will be submitted by Director of Grants.

Grants for KCEEI:

1. *For opportunities identified by Director of Grants* - Director of Grants will review grant requirements with Director of KCEEI to determine interest and timeline and to assess if funding aligns with strategic plan, College priorities or otherwise advances mission of the College or KCEEI.

2. *For opportunities identified by Director of KCEEI* – Director of KCEEI will review with Director of Grants who will assess if opportunity aligns with Strategic Plan or College priorities or otherwise advances the mission of the College/KCEEI.
3. If yes, KCEEI Director will send Opportunity Summary (including estimated budget details including if match required) and Proposed Project Abstract to Director of Grants and VPAA for academic or enrichment programs or Vice President of Finance for enhancements to Woodlands campus educational or recreational resources. Any grants that requires match funding or commitment of college resources will simultaneously be sent for review by VP of Finance. Executive Vice President will be included on budget details for grant projects throughout the process.
4. If grant is approved by VPAA or Vice President of Finance for KCEEI to pursue, the Director of Grants will list on the opportunity on the grant report for Cabinet/IOG meeting.
5. Director of KCEEI will develop grant proposal in accordance with funder guidelines, working with appropriate faculty and staff. Director of Grants will be kept apprised of progress.
6. If grant is for academic or enrichment programs, final grant application will be sent from KCEEI to VPAA for academic programs and the Director of Grants.
7. If grant is for development of enhancements to Woodlands campus' educational or recreational resources, the final grant will be sent from KCEEI to Vice President of Finance and Director of Grants.