

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURE

GENERAL INSTITUTION

CHAPTER 3

**GRANT PROPOSAL DEVELOPMENT AND ADMINISTRATION**

**AP 3280**

Developing proposals for grants provides an important means of generating alternative sources of funding for the college, particularly for new programs or services. Ideas for new programs or major initiatives are encouraged, and can arise from any member of the VVC workforce at any time. However, in order to enable a “readiness for innovation” that is aligned to college priorities, the annual program review and planning process should be used to expand and articulate these ideas into possible new programs. In this way, new ideas can more readily develop into proposals worthy of funding from a variety of external sources.

Grant Concept Approval

The process for developing grant proposals, graphically depicted in Figure 1 below, will involve at minimum one representative from each of the following: Faculty Senate, Office of Instruction, Student Services, Fiscal Services, and the Office of Institutional Effectiveness. A “Grant Concept Approval” form, available from the Office of Institutional Effectiveness, will be completed and submitted to both Cabinet and the Faculty Senate for review:

- Cabinet review of proposed grant concepts is focused on fiscal and organizational impact—that is, whether the proposed concept is consistent with college priorities, has reasonable fiscal demands or match requirements, and can contribute to meeting mission-critical goals.
- Faculty Senate review of proposed grant concepts is focused on educational and student impact—that is, whether the proposed concept involves the appropriate personnel to ensure educational integrity of the full-blown proposal, and that its intended student impacts are consistent with the educational standards and learning outcomes of the college.

Proposed concepts not initially approved may be re-submitted once issues and concerns arising from the review process are addressed.

Grant Proposal Development

Following concept approval, a proposal can be developed following the guidelines, minimum required activities and outcomes of the “Request for Proposals” (RFP) or announcement by the grant-funding agency. Development teams, as ad hoc committees, shall reflect shared governance principles by including at minimum one representative from each of the following: Office of Instruction, Student Services, Fiscal Services, and Faculty Senate. Representatives from the Office of Institutional Effectiveness may serve in an advisory capacity, providing technical expertise as needed.

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Administration of Grant Proposals Accepted for Funding

Once a proposal has been accepted and approved by the grant-funding agency, members of the grant development team/ad hoc committee then serve as the compliance oversight and decision-making body for the program throughout its grant funding cycle. Additional members and/or substitutes for the grant compliance oversight team are allowed, and must be approved by the committee. Consistent with shared governance principles, the grant compliance oversight team must be consulted and give approval for any changes to the original proposal—including but not limited to changes in program components, key activities, budget allocations, or outcomes—are made.

Grant Financial Oversight

After the grant is implemented, on a quarterly basis, a financial report shall be submitted to the Vice President for Administrative Services detailing income and expenditures for the period since the prior report and project inception to date. This report will be reviewed at a quarterly meeting with the Vice President for Administrative Services and/or his designee and the project coordinator (grant manager). The purpose of this report and meeting will be to validate that the grant expenditures are within the parameters of the grant and meet the college goals for the grant.

Grant Mission, Vision, Goals Oversight

After the grant is implemented on an annual basis, an internal review of grant goals and objectives will be reviewed to determine if the grant is successfully accomplishing its stated goals. The outcomes of this meeting can include changing strategies or use of grant funds so they are redirected to successful accomplishment of college and grant objectives.