Blue Mountain Community College
Administrative Procedure

Procedure Title: Grant Development
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NWCCU Standard:

Accountable Administrator: Chief Operating Officer
Position responsible for updating: Grants and Project Manager
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Purpose
This document outlines the process by which grant proposals are approved and developed at BMCC, including the responsibilities of the Project Lead, Grants Manager, Grants & Operations Accountant, Executive Team and department seeking or receiving grant funds

Principle
BMCC will seek grant funding for programs, projects, and initiatives that advance the college's ability to fulfill its mission, vision, and strategic plan goals while aligning to its core themes, and to serve the diverse constituencies in its service area.

Definitions
Grant—an award of monies, real property, or in-kind services that support projects or programs for a public purpose, such as instructional and/or institutional programs.

Cooperative Agreement—this is another type of award mechanism that allows for substantial involvement in the performance of activities, either technical or managerial, by the funding organization. The responsibility for overall management of the cooperative agreement rests with the recipient of the award. Only authorized signatories may sign cooperative agreements on behalf of the college.

Proposal—a written document or completed application form requesting funding. Typically includes a narrative describing the applicant organization, need for the proposed project, proposed activity, key personnel, and anticipated outcomes, as well as a budget and budget narrative.

Letter of Intent—some funders require a letter of intent before formal proposal submission. The process for developing a letter of intent is the same as for full proposals.

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Project Lead—the college staff or faculty person who has identified a project idea or need for their department. This person is the most familiar with the content of the proposed project. This person has primary responsibility for grant proposal development, and, if awarded, will be responsible for grant oversight as outlined in the college's Grant Management and Closeout Procedure.

Responsibilities

The **Project Lead** has primary responsibility for grant proposal content including narrative, data, budget, and supporting documents. The Project Lead also has responsibility to communicate with their Direct Supervisor about the project, budget and terms of the grant. A team can also be put together to take on grant narrative and research responsibilities in coordination with the Project Lead. **Faculty and staff members who join proposal development efforts** are responsible for writing sections as appropriate, providing requested materials, meeting internal deadlines, and otherwise contributing to the proposal development process in a supportive and timely manner.

The **Grants Manager** provides support as needed at all stages of grants development, including:
- Developing an idea and planning for grant readiness
- Identifying appropriate funding sources
- Creating a project grant strategy with multiple funding sources
- Interpretation of funder guidelines and requirements
- Narrative development, including budget preparation with consultation from the Grants and Operations Accountant
- Proposal submission

The Grants Manager also facilitates completion of Intent to Submit a Grant forms, submission of grant proposals and communication with funders.

The **Executive Team**, made up of the President, Chief Academic Officer, Chief Operating Officer, Chief Finance Officer, Chief Technology Officer, and Deans from each unit of BMCC, will review Intent to Submit a Grant Forms during Executive Team meetings. The **Supervising Executive Team member** of the project's department will sign off on the Intent to Submit a Grant Form at the Executive Team meeting and return it to the Project Lead directly or by way of the Grants and Projects Manager.

Before application submission, the **Grants & Operations Accountant** will review and advise on the proposed budget within an application to ensure compliance with institutional and funder guidelines.

Steps to Grant Development at BMCC
1. Grant Proposal Packet and Intent to Submit a Grant Form
2. Grant Proposal Development
3. Proposal Submission

Allow at least 6 weeks before the grant due date to complete development of the proposal. If there is less than six weeks, contact the Grants and Projects Manager to expedite the process.

1. Grant Proposal Packet and Intent to Submit a Grant Form
To ensure project readiness and avoid scheduling conflicts with other projects, Project Leads must complete a Grant Proposal Packet and Intent to Submit a Grant form before they begin a grant application.

Grant Proposal Packet
This packet helps organize the project and checks for project readiness. It is recommended that Project Leads schedule a meeting with the Grants Manager and their team to discuss and fill out this packet.

Intent to Submit a Grant Form
This mandatory form gives institutional approval to seek grant funding. Complete, sign and submit it to the Grants Manager along with the Grant Proposal Packet. The Grants Manager will sign and pass it to the Executive Team for approval.

The Supervising Executive Team member, in counsel with the Executive Team, signs off on an Intent to Submit a Grant form based on these conditions:
- the match between project and funding source is appropriate
- the project falls within the scope of BMCC's core themes, mission, vision, accreditation, and strategic plan
- the proposal will not conflict with one or more of the following:
  o BMCC priorities or strategies for that particular funding source
  o Proposals already under development for submission to the same funding source
  o Proposals already pending at the same funding source
  o Restrictions imposed by the funding source

When these forms are completed, with the Intent to Submit a Grant signed by the department Supervising Executive Team member, Project Leads can move forward with a grant proposal. A completed Intent to Submit a Grant form will be in effect for six months or until the next grant deadline.

2. Grant Proposal Development
Narrative
The Project Lead will write the grant proposal narrative and respond to specific application questions, requesting draft text and information from faculty and staff members as appropriate. The Grants Manager will support Project Leads as needed to develop narratives, including writing, reviewing, editing, and providing feedback, suggestions and tools.

Budget
The Project Lead will consult with the Grant & Operations Accountant for development of a budget, using the budget worksheet in the Grant Proposal Packet as a guideline. Project Leads may work with the Grant & Operations Accountant to consider escalating costs that can be built into the budget.

Indirect Cost Policy
BMCC grant budgets are expected to include a line for indirect costs. Contact the Business Office for the college's current federally negotiated indirect cost rate. All grant proposal budgets must use this rate or the maximum allowable rate specified in the grant guidelines, whichever is higher, unless the grant guidelines specifically restrict or prohibit the payment of indirect costs. Such an indication must be published in grant guidelines or by written documentation provided via email or other electronic means received from the funding source.

When a granting agency caps the grant's indirect cost rate below BMCC's approved federal rate, the proposal budget may claim the difference between the requested amount and the approved rate as matching funds (BMCC's contribution).

Indirect Costs are real costs that are not easily charged to specific projects. When the college does not recover indirect costs from a grantor, it must cover those costs from other institutional funds. Examples of indirect costs include:
- Expenses incurred by the institution for joint or centralized activities such as building and equipment use, operation, and depreciation
- Operation and maintenance costs
- Central and departmental administrative costs, including monitoring and reporting of grant expenditures

- Sponsored-project administrative costs not directly charged to the grant
- Library expenses
- Student services and administration

3. Proposal Submission

Once they have finalized all aspects of the proposal, Project Leads will share it with the Grants Manager, the Grants and Operations Accountant, and affected Supervising Executive Team member for a final review before submission. When an institutional match is required or if sustaining the program and/or associated positions is necessary, submission of the grant proposal to the Executive Team for approval is required.

When possible, the Grants Manager will submit the grant proposal online under a central BMCC account. This cuts down on the total amount of online accounts, improving grant tracking and funder relationships. If a Project Lead submits their own application, they are responsible for notifying the Grants Manager and sharing a copy of the final application.

If grant guidelines specify that a hard copy of a proposal be mailed in, take note of the extra time required for mailing.

Award notification can take anywhere from a few weeks to several months depending on the grantor. The Grants Manager will notify award recipients promptly upon notice.

Forms
- Grant Proposal Packet
- Intent to Submit a Grant form