



## Blue Mountain Community College *Administrative Procedure*

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**Procedure Title:** Grant Management and Closeout  
**Procedure Number:** 01-2007-0006  
**Board Policy Reference:** IV.A. General Executive Direction  
**NWCCU Standard:**

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**Accountable Administrator:** Chief Operating Officer  
**Position responsible for updating:** Grants and Projects Manager  
**Original Date:** August 2007  
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### **Contents:**

- **Purpose/Principle/Definitions**
- **Responsibilities**
- **Award Notification and Agreement**
- **Creating a Grant Account and Management Plan**
- **Grant Closeout**
- **Forms**

**Purpose:** This document outlines the process by which awarded grants are managed during the award period and closed out when the award period is complete.

**Principle:** BMCC will manage grants with a goal to build and maintain positive relationships with grantors and foundations.

### **Definitions:**

**Project Lead**—the college staff or faculty person who has identified a project idea or need for their department. This person had primary responsibility for grant application development and will be responsible for grant oversight once a grant is awarded.

### **Responsibilities:**

The President, Chief Operating Officer, and the Chief Finance Officer are BMCC's Authorized Signatories and the only BMCC representatives authorized to enter the college into legally binding agreements, including grants and contracts. One of these three must sign off on all grant agreements.

The **Project Lead** has primary responsibility for grant oversight, including administration of grant activities, budget management, communication with department supervisors, assessment of project outcomes, fulfillment of all reporting requirements, and reporting back to funder as required.

For grants originating from federal sources, the Project Lead is also responsible for; providing all employees under the grant with copies of the BMCC policy statement on a drug-free workplace; in addition to oversight, collection and submission of all time and effort reporting to the Grants and Operations Accountant.

The **Grants and Projects Manager** provides support as needed at all stages of grants management and closeout, including:

- Project adherence to grant agreement
- Timeline and activities for project closeout
- Facilitating submission of reports as they become due
- Communicating with funders

The **BMCC Business Office** is responsible for fiscal oversight and fiscal administration of grants and contracts, working in cooperation with Project Leads and other college officers, faculty members, and staff members as appropriate. The BMCC Business Office maintains the institutional financial records of grant-related files.

The **BMCC Grant & Operations Accountant** tracks grant and contract expenditures and provides fiscal reports as required.

### **Award Notification and Agreement**

Project Leads must notify the Grants and Projects Manager if they receive notification from a funder about a grant application. Copies of all notifications, contracts/agreements, as well as rejections must be shared. The Grants and Projects Manager will forward grant agreements, applications, budgets, reporting forms and any other related materials to the Grants & Operations Accountant.

Most grants require a signed contract or agreement before funds are disbursed. Only Authorized Signatories can sign a grant contract, and it is the Project Lead's responsibility, with support from the Grants and Projects Manager, to get the contract signed and returned promptly.

### **Creating Grant Accounts and a Management Plan**

Within five working days after receipt of a grant agreement, the Project Lead must meet with the Grants & Operations Accountant to establish accounts for the funding.

The Project Lead will schedule a meeting with the Grants and Projects Manager to establish a management plan for their project, setting up a schedule for activities, reporting, and grant assessment according to the terms of the grant agreement.

## **Reporting and Assessment**

The majority of grants require regular and reflective reporting on progress, and the college requires that every grant project be assessed for outcomes and improvement. Working from the goals and intentions stated in the grant application, the Project Lead will assess and report according to the grant and college guidelines.

Reports will be submitted based on the requirements of the funder. The Grants Manager will facilitate submission of reports. When the Project Lead has a direct contact to the funder, they will be responsible for submitting reports themselves, and sharing the report with the Grants and Projects Manager.

## **Grant Closeout**

Grant closeout activities generally should begin nine months before the end of the grant. Reference the form Grant Closeout Schedule & Activities for a timeline and points to consider. This is a tool to help Project Leads keep grant spending and project completion on track. It serves as a general guide for the timing of specific activities, but each grant will have its own requirements and other circumstances that may dictate a different closeout schedule or activities.

Throughout the closeout process, the Project Lead is responsible for ensuring that all activities are completed in a timely manner.

The Grants and Projects Manager maintains the institutional records file(s) for each grant, including original proposal and reports. The Project Lead is responsible for sending copies of correspondence and other records to the Grants and Projects Manager. At the end of a grant, the Project Lead clears his or her files of ephemera and delivers the files to the Grants and Projects Manager to be integrated into institutional records.

## **Forms**

- Award Recipient Checklist
- Grant Closeout Schedule and Activities