



## Blue Mountain Community College *Administrative Procedure*

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**Board Policy Reference:** IV.F.8

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### **Purpose/Principle/Definitions:**

**Purpose:** This document outlines processes and responsibilities for the preparation of grant proposals from Blue Mountain Community College and for the management of grants awarded to BMCC.

**Principle:** BMCC will invest its limited resources to seek grant funding primarily for programs, projects, and initiatives that advance the college's ability to meet its mission, vision, and strategic plan and to serve the diverse constituencies in its service area. .

**Definitions:** This section addresses key terms used in this procedure, and defines fundamental distinctions among different kinds of award mechanisms commonly experienced at institutions of higher education (contracts, cooperative agreements, gifts, and grants)

- **Authorized Signatories**—In accordance with Oregon Revised Statutes 332.075(3) and 332.515, the Board of Education annually appoints the BMCC President and the Vice President of Operations as the District Clerk and Deputy District Clerk, respectively. These officials are the only BMCC representatives authorized to enter the college into legally binding agreements, including grants and contracts.
- **Contract**—A contract is an instrument whose principal purpose is the acquisition of services or products of direct benefit to the sponsor. A contract usually provides for substantial involvement by

the funding organization in the management of the project. It is the most restrictive of award mechanisms, specifying the scope of work, a timetable, costs, and other conditions such as ownership of the product in an agreement to be signed by both parties. Only Board-authorized signatories may sign contract agreements on behalf of the college.

- **Cooperative Agreement**—This type of award mechanism allows for substantial involvement, either technical or managerial, by the funding organization or agency when necessary in the performance of the activities. While the cooperative agreement can involve participation and monitoring by the funding organization’s representatives, the responsibility for overall project management rests with the recipient of the award. Only Board-authorized signatories may sign cooperative agreements on behalf of the college.
- **Gift**—Gifts from private sources are funds or tangible property given with philanthropic intent to support a project or program when no specified product or service is required in return. However, the donor may state objectives and may restrict the use of the gift to a particular purpose, such as for use by a particular department or for a scholarship. The donor typically awards the funds irrevocably. The BMCC Foundation is the usual fiscal agent and recipient of gifts given to the college. The BMCC Foundation Executive Director is responsible for the development and management of all gifts to the foundation including money, fiscal instruments, equities, real property and in-kind services which materially support the college’s educational and community amenity missions. The BMCC Foundation and the college usually express appreciation for the gift through public recognition to the donor. Sponsorships are included in this category when they come from corporate marketing budgets to support BMCC events and activities in exchange for public recognition of such support.
- **Grant**—A grant is an award of monies, real property, or in-kind services that support projects or programs for a public purpose (as opposed to a sponsor-specific purpose) having no direct benefit to the sponsor. Grants usually support a project at a specified level of effort for a specified period of time. The grantor usually does not expect or require involvement in any substantial way in the performance of the proposed activities. The grantor generally requires formal financial accounting and periodic progress reports. If funds remain unexpended at the end of the grant period, the recipient either must return them to the grantor or must request an extension and justify further expenditures. Only Board-authorized signatories may sign grant proposals and agreements on behalf of the college.
- **Proposal**—A proposal is a written document or completed application form requesting funding. Typically, a proposal describes, at a minimum, the applicant organization, need for the proposed project, proposed activity, key personnel, and anticipated outcomes. Accompanying the narrative are a budget outlining project expenses and, usually, a budget narrative explaining those expenses and how they were calculated. A proposal is not a grant, though many individuals incorrectly use the terms interchangeably.
- **Modified Total Direct Costs**—Modified total direct costs include all salaries and wages, fringe benefits, materials, supplies, services, travel, and subgrants and subcontracts up to the first \$25,000 of each subgrant or subcontract (regardless of the period covered by the subgrant or subcontract). Modified total direct costs exclude equipment, capital expenditures, charges for patient care, tuition remission, rental costs of off-site facilities, scholarships, and fellowships as well as the portion of each subgrant and subcontract in excess of \$25,000.

- **Indirect Costs**-- Indirect costs, also called facilities and administrative (F&A) costs, are real costs of college activities that are not easily charged to specific projects, including:
  - 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

Many granting organizations will pay grantees a certain percentage of a grant's direct costs to compensate for its indirect costs.

### **Responsibilities:**

In accordance with Oregon Revised Statutes 332.075 and 332.515, the Board of Education annually appoints the BMCC **President and the Vice President of operations** as the District Clerk and Deputy District Clerk, respectively. These officials are the only BMCC representatives authorized to enter the college into legally binding agreements, including grants and contracts. The hierarchy of signatures for grant proposals is: (1) president, and (2) vice president of operations.

The BMCC **Director of Grants** is responsible for developing, implementing, and managing a college-wide program to guide the solicitation of grants; for writing proposals on behalf of the college; and for editing, coordinating, and providing quality assurance for proposals written by other BMCC employees. The director of grants reviews and clears all BMCC grant proposals before the official institutional signature is obtained (see Step 4 in the next section.)

The **Executive Director of the BMCC Foundation** is responsible for the solicitation and administration of gifts and sponsorships. For grants that must be awarded to a 501(c) (3) organization, the BMCC Foundation is the recipient.

The **project director** of a grant has primary responsibility for grant oversight, including administration of grant activities, budget management, and fulfillment of all reporting requirements. He or she also is responsible for providing all employees on federal grants with copies of the BMCC policy statement on a drug-free workplace. At the end of the grant, the project director clears grant files of ephemera and delivers the files to the Business Office to be integrated into the institutional records maintained by the Business Office.

The **BMCC Business Office** is responsible for fiscal oversight and fiscal administration of grants and contracts, working in cooperation with project directors and other college officers, faculty members, and staff members as appropriate. The BMCC **Grant Accountant** tracks grant and contract expenditures and provides fiscal reports as required. The BMCC Business Office maintains the institutional record of grant-related files.

**Faculty and staff members who initiate or who are asked to 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.

## Solicitation Procedures:

Public funding agencies and private funding organizations, including corporations and foundations, have varied expectations and guidelines for how they wish to be approached by an institution such as a community college. Many place restrictions on the number of proposals that an institution can submit at any one time. BMCC therefore has established a centralized system for approving, clearing, and tracking all grant proposals in order to avoid sending incomplete or conflicting proposals or counter-productive signals to prospective grantors.

Generating a grant proposal at BMCC usually requires the following steps:

- Step 1: Develop project concept and identify appropriate prospects for funding
- Step 2: Receive “approval to approach” from the BMCC Grants Office
- Step 3: Develop the proposal narrative and budget
- Step 4: Receive institutional clearance before proposal submission
- Step 5: Submit the proposal

*Step 1: Develop Project Concept and Identify Appropriate Prospects for Funding*—A successful proposal closely matches a project or activity to a grantor’s interests. It usually is a waste of both the applicant’s and the granting agency’s time for the applicant to employ a “shotgun” approach by submitting an identical proposal to a number of prospects that have not been carefully screened. The BMCC director of grants can help faculty and staff members identify agencies, corporations, and foundations that have a stated or demonstrated interest in areas related to the proposed project.

The BMCC Grants Office and the BMCC Library provide support and research materials for identifying appropriate, potential grantors. The director of grants monitors numerous publications and Internet resources that announce grant opportunities; when an opportunity presents itself, the director notifies potentially interested faculty and staff members. The director of grants also assists potential BMCC applicants in refining a project concept and framing it in terms that may render it more attractive to the prospective grantor.

*Step 2: Receive “Approval to Approach” from the BMCC Grants Office*—BMCC faculty and staff members intending to submit a proposal must notify the Director of Grants before preparing and submitting the proposal. The Director will grant “approval to approach” (which is different from Step 4: Institutional Clearance) if the match between project and funding source is appropriate; if the project falls within the scope of BMCC’s mission, vision, and strategic plan; if the BMCC grant analysis (see Administrative Procedure DM-02-2006-0001) is favorable; and if the proposal will not conflict with one or more of the following:

- BMCC priorities or strategies for that particular funding source
- Proposals already under development for submission to the same funding source
- Proposals already pending at the same funding source
- Restrictions imposed by the funding source

Approvals generally are in effect for six months or until the next deadline. If the Director of Grants cannot approve the approach because the above conditions are not met, they will try to help develop alternative funding strategies.

Some private grant makers require a letter of intent before formal proposal submission. The process for letters of intent is the same as for full proposals: that is, Director of Grants approval is necessary before the letter is developed and submitted. Because letters of intent are sometimes acted upon and an award is made without a formal proposal, letters proposing a budget or committing faculty time or other college resources should be discussed with the Director of Grants; the letters may need to receive institutional clearance and signatures before submission (see Step 4 below).

Step 3: Develop the Proposal Narrative and Budget—The BMCC Director of Grants provides support and assistance for the development of grant proposals and budgets, working with the BMCC Grant Accountant on financially related items. Depending on the project and his/her work load, the director of grants may take the lead in writing a proposal, requesting draft text and information from faculty and staff members as appropriate; or the director may serve as coordinator, consultant, and/or editor of a proposal being developed by others.

Step 4: Receive Institutional Clearance Before Proposal Submission—The BMCC Director of Grants is responsible for institutional clearance of proposals, a process different from the “approval to approach” process. Institutional clearance is a review of proposals to ensure appropriate quality and completeness of information. Clearance also ensures that a proposal and its budget conform to college policies and to state and, if appropriate, federal requirements, and that appropriate college administrators have approved any commitments made in the proposal, including contributions of employee time and/or institutional resources, creation of new positions, and renovation of facilities.

To initiate the clearance process, the project director must complete the Proposal Clearance Form (attached), obtain signatures from the BMCC Grant Accountant and supervising vice president, and deliver the form with the proposal to the Director of Grants.

After clearing a proposal, the Director of Grants will obtain the institutional signature on the proposal cover and, if appropriate, generate an institutional cover letter. College officers with signature authority on grant proposals are: the President and the Vice President of operations.

A proposal being reviewed for clearance occasionally may be incomplete or otherwise not ready for submission. If the Director of Grants determines, in consultation with the project director, that adequate time remains before the deadline to revise the proposal into acceptable condition, they will work together to make those changes. Should a close deadline prevent such revisions, the director of grants will ask the President or Vice President of Operations to decide whether the college will submit the proposal.

Gift proposals should be cleared through the Executive Director of the BMCC Foundation and generally do not require institutional clearance through the Grants Office except under special circumstances, such as when a gift proposal seeks matching funds in support of a grant. If institutional funds are specifically identified as a match for a non-grant-related gift, the Grants Office and the Business Office must receive a copy of the solicitation document from the BMCC Foundation Executive Director.

Proposals for awards made directly to an individual (e.g., a fellowship) do not require institutional review and clearance. However, the applicant must notify his or her supervisor and the Office of Human Resources if such an award would affect his or her contract and work responsibilities.

Step 5: Submit the Proposal—Grant guidelines often specify the method of proposal submission (e.g., electronic, U.S. Postal Service, commercial carrier) and usually indicate whether the deadline is a postmark or receipt deadline. The Grants Office can help interpret these guidelines and stands ready to help with packaging and submitting the proposal.

## **Grant and Gift Management and Reporting Requirements:**

The Director of a grant- or gift funded project has primary responsibility for grant or gift oversight, including administration of grant or gift activities, budget management, and fulfillment of all reporting requirements. The BMCC Grant Accountant tracks grant expenditures and provides fiscal reports as required. Within five working days after notification of an award, the project director will meet with the Grant Accountant to establish an account and set up guidelines and procedures for grant management and reporting.

The BMCC Business Office maintains the institutional record file(s) for each grant and gifts to the BMCC Foundation, including original correspondence, grant or gift expenditures, and reports. The project director is responsible for sending copies of correspondence and other records to the Business Office. At the end of a grant, or BMCC Foundation funded project, the project director clears his or her files of ephemera and delivers the files to the Business Officer to be integrated into institutional records.

## **Indirect Cost Policy:**

BMCC has a federally negotiated indirect cost rate of 34 percent of modified total direct costs (see definitions above), effective from July 1, 2013, through June 30, 2017, and provisional from July 1 2017, through June 30, 2018. Proposals for federal grants must use this rate unless grant guidelines specify otherwise. For proposals to private foundations or other nonfederal organizations, the college may apply a 10 percent indirect cost rate to grant proposals where allowable and if the federal rate is not appropriate.

BMCC proposal budgets are expected to include a line for indirect costs, which are always calculated into grant budgets at the approved rate, regardless of funding source, unless the grantor specifically indicates that it restricts or prohibits the payment of indirect costs. Such indication must be in published guidelines or by verbal confirmation recorded in the file. When the college does not recover indirect costs from a grantor, it must cover those costs from other institutional funds. 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).

Many private funding organizations either restrict or prohibit the payment of indirect costs on grants. In such instances, written documentation of their policy must accompany proposals throughout the proposal clearance process. The President or the Vice President of Operations must approve exceptions to the rate in effect other than those imposed by a funding source. Applicants must request and obtain a written exception at least one week before proposal clearance.

Some gifts incur indirect costs to the college (e.g., for tracking the progress of a scholarship student), but the college's policy is to waive the recovery of these costs from gift funds.

Special Forms: Proposal Clearance Form



# Proposal Clearance Form

<b>PERSONNEL</b>	
Project director name: _____	Phone: _____ Email: _____
Co-project director name: _____	Phone: _____ Email: _____
<b>GRANTING AGENCY / ORGANIZATION</b>	
Name/ mailing address: _____ _____ _____	
Grant program name: _____	Contact name/number: _____
Type: ( ) Federal ( ) Sub-Federal ( ) State ( ) Foundation ( ) Corporation ( ) Association ( ) Other: _____	
Deadline: _____ ( ) postmark ( ) receipt Original plus _____ copies To be mailed by: ( ) Grants Office ( ) project director	
<b>PROJECT</b>	
Title: _____	
Application type: ( ) new ( ) renewal ( ) continuation ( ) supplement ( ) preliminary ( ) resubmittal	
Current grant account number if renewal, continuation, or supplement: _____	
Grant period, from (mm/dd/yy) _____ through (mm/dd/yy) _____	Total number of project years: _____
Requested first year \$ _____ BMCC cost-share, first year \$ _____	Outside matching funds, first year \$ _____
Requested total grant \$ _____ BMCC total cost-share \$ _____	Total outside matching funds \$ _____
Indirect costs: First year \$ _____ Total \$ _____ ( ) Full rate ( ) Maximum allowed: _____%, confirmation attached	
Total project cost (all sources of funding combined): First year \$ _____ Total project period \$ _____	
<b>COMMITMENTS</b>	
<i>Check any included in the proposal:</i>	
( ) Additional space or renovations of existing space	( ) Collaboration with other institutions/organizations
( ) New faculty/staff position(s)	( ) Participation of multiple BMCC departments/offices
( ) Faculty/staff release time paid by grant	( ) Curriculum or program change
( ) In-kind faculty/staff time or other BMCC resources	( ) Ongoing BMCC support after grant ends
<b>SIGNATURES</b>	
<i>Provide signatures in this order before delivering form and proposal to Grants Office</i>	
<i>Attach letters of commitment from providers of other matching funds</i>	
Project Director _____	Date _____
Co-Project Director _____	Date _____
Grant Accountant _____	Date _____
Supervising Vice President _____	Date _____
Director of Grants _____	Date _____
President or EVP/VP Business/Operations _____	Date _____