GRANT GUIDELINES AND PROCESSES
ADMINISTRATIVE RULE NUMBER: B020
LAST APPROVED: May 3, 2017, February 2019
RELATED POLICY SERIES NUMBER: 100.2.17

GRANT ACTIVITIES AND THE COLLEGE MISSION: B020.1

The charge to the TBCC Leadership Team, in collaboration with the President, is to guide College faculty and staff in the development of grant proposals that directly carry out TBCC's Vision, Mission, Core Themes, Values, and the TBCC Strategic and Operational Plans

APPROVAL TO SEEK GRANT FUNDS: B020.2

A grant matrix detailing how the grant opportunity meets the eight Qualifying Grant Criteria needs to be completed and submitted to Leadership Team (or designated representative). Leadership Team will then evaluate the request and make a recommendation to the President.

PROPOSAL DEVELOPMENT: B020.3

Leadership Team (or designated representative) directs the grant writer in the development of proposals and associated activities that adhere to funding-agency guidelines and requirements and are consistent with College policies and procedures and Oregon statutory provisions and regulations. The CFO

A. in partnership with the grant writer oversees the financial aspects of a funded project in accordance with the policies of the College and the funding sources and ensures that all costs to the College, both direct and indirect, have been included in the grant when appropriate.

B. Proposal Approval & Submittal: The grant writer routes completed grant proposals to representatives of all College administrative units that are affected by the proposed grant activities for their review and signature before the proposal is presented to the Leadership Team and President for approval

C. Award Acceptance: The grant writer reviews all award documentation to ensure terms of the award meet those specified in the grant proposal. If they do, the award documents are forwarded to the President for final review and execution. If the award document includes terms that differ from the original proposal, the grant writer (or designated representative with approval of the President) leads the negotiation to reach acceptable terms with the funding agency.

D. Post-Award Administration: The Leadership Team (or designated representative) oversees post- award grant administration to ensure that that all grant-funded activities are implemented according to funding-agency guidelines, college

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policies and procedures, as well as state and federal regulations. The grant writer monitors progress toward completion of all performance measures of grant projects, schedules regular project meetings, provides continuous support to directors of grant-funded projects to meet the terms and expectations of the grant award. Regular reports to the TBCC Board of Education on both exceptions and exceptional performance will be given as needed by the grant writer or Leadership Team.

E. Point of Contact: The grant writer serves as the point of contact with state and federal funding agencies on behalf of the College and project staff. All questions regarding rules, regulations, and applicable guidelines must be forwarded to the grant writer. The TBCC Business Office is designated as the fiscal point of contact for grant project accounting and reporting purposes

F. Contract Revisions: The Leadership Team (or designated representative) directs the negotiation with the funding agency regarding any revisions or changes in the scope of a grant contract.

G. Indirect Cost Recovery: The College collects the indirect costs specified by the funding agency on all grant-funded projects. Projects funded by federal agencies, or supported with federal funds, will include costs based on the College's current federally negotiated Indirect Cost Rate Agreement.

GENERAL ATTRIBUTES: B020.4

The TBCC Grant System:

A. Is strategic and intentionally serves TBCC well based on criteria.

B. Focuses on planned investment of funds to meet and support TBCC needs.

C. Includes sustainability of best practices after grants are completed.

D. Incorporates standard process work.

E. Has utility and incorporates processes appropriate for:

   a. Strategic, planned, intentional grant identified based on TBCC needs.

   b. Grant opportunities that become available and are not planned,

   c. Potentially accessing available funds available for community colleges to advance statewide initiatives.

GRANT IDENTIFICATION AND PRIORITIZATION PROCESS: B020.5

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A. Annually the TBCC College Council reviews a list of college-wide needs, initiatives, and projects generated by faculty and staff through a planning process that require additional, outside resources and that supports TBCC's Vision, Mission, Core Themes, Values, and the Strategic Plan.

B. Leadership Team prioritizes the list from College Council using the Qualifying Grant Criteria below. The Leadership Team identifies and assigns the grant writer to explore potential grant funds that support highest prioritized needs.

C. In cases where TBCC resource needs and/or emerging grant sources occur between planning cycles, any staff or faculty member can direct new needs and/or funding opportunities toward the Leadership Team initiating the process in (B) above.

D. Occasionally grants are given to community colleges for a statewide purpose. TBCC Leadership Team will align these grants as much as possible with TBCC needs and alignment with TBCC vision, mission, core themes, values, etc., and available staff resources. Qualifying Grant Criteria will be applied as well to the decision-making process.

QUALIFYING GRANT CRITERIA: B020.6

Based on prioritized TBCC needs, funding options will be explored from all sources (federal, state, local, and private). As funding sources are identified, members of the Leadership Team, when deciding whether to pursue a grant or additional funds will use Qualifying Grant criteria that includes:

A. Value:

Do the funds produce value to TBCC and/or TBCC partners? Do funds support a compelling need for a community stakeholder(s)?

B. Alignment:

Are the funds in alignment with and support TBCC's Vison, Mission, Core Themes, Values, and the TBCC Strategic Plan/Operational Plans?

C. Support Students/Strengthen TBCC:

Do the funds support student success, student retention/persistence, create/explore/use best practices, fill a gap, strengthen TBCC, etc.?

D. ROI:

Does the funding produce a reasonable Return on Investment? (The cost of

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applying and managing the funds should not exceed value to TBCC. If available or known, ROI may be quantified.)

E. Sustainability:

Do the funds produce programs, enhance systems, create infrastructure, expand current programs, benefit the college, students, and/or community that can be sustainable after the Grant or funding source ends? Is there a plan to sustain or a plan to develop a plan to sustain?

F. Capacity:

Can TBCC successfully manage and meet or exceed expectations of the funder?

G. Fiscal Stability:

Do the funds produce TBCC fiscal stability: Increase FTE, provide resources to hire personnel or include allowable indirect fees to support new resource management (grants), etc.?

H. Risks: Legal/Ethical/Liability

By receiving these resources, will TBCC be at risk? (Including failure to meet grant deliverables/expectations within budget).

If answers to any of these Qualifying Criteria Questions is "no" or "highly unlikely" the person or team considering the funding will expand the conversation. Approval to proceed will be made by the TBCC President.