

C.01.03.05 Donations and Grants from Public Sources Procedure

Responsible Department: VC Finance and Administration

Based on Board Policy: [C.01.03](#) Appropriations and Revenue Sources

Approved: 8-2-19

Last Amended: 8-21-25

Overview

Donations and grants from public sources are not directed to the Alamo Colleges Foundation unless there are special circumstances, *e.g.*, a grantor requirement that a grantee be a 501(c)(3) nonprofit entity.

Donations and grants from public sources must be applied for and accepted with reference to applicable legal requirements which are often merely incorporated by reference to ordinances, statutes and regulations.

Municipal Grant Applications

The City of San Antonio, Texas (“City”) Ethics and Municipal Campaign Finance Ordinances contain important limitations on contacts with City staff, and on contributions to candidate and incumbent council persons and mayor (“City Campaign Contributions”), during blackout periods applicable to discretionary City grants.

College District responses to City requests for grant proposals must report all contributions over the preceding 24 months, regardless of amount, made by the Chancellor, Vice Chancellors, College Presidents and Trustees (“Donation Reporting Officers”), as well as by their respective spouses. Such Donation-Reporting Officers shall report to Grants Accounting all such City Campaign Contributions promptly after they are made.

Any City Campaign Contributions made by the Chancellor, Vice Chancellors, College Presidents or the four Board officers (“Donation-Restricted Officers”), by their agents, and by any first-degree household members of selves or agents, will disqualify a College District application from grant award if made during a black-out period beginning 10 days after issuance of the City’s request for proposal for grant awards and ending 30 days after City Council action disposing of grant applications.

There is a separate prohibited contacts period which begins immediately upon issuance of a City request for proposal for grant award and ends the date that awards are posted for City Council “A Session” action, during which College District officers and employees may not contact any “City Official,” as very broadly defined by the City’s Ethics Code at Section 2-62, regarding the grant contract for which application is intended.

Grant Application Reports to and By District Grants Accounting

Employees responding to requests for proposals for grant awards from the City must notify District Grants Accounting of the intent to apply for grant award no later than, and preferably well before, the date of issuance of the City request for proposals to ensure

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that City ordinance requirements are met to avoid disqualification of the College District as a grant awardee. District Grants Accounting shall immediately inform the Board Liaison, who shall immediately notify Trustees, and Grants Accounting shall itself immediately notify all other Donation-Restricted Officers, that a black-out period on any City Campaign Contributions by any first-degree household members of selves or agents, as well as any direct or indirect contact with any City Official regarding the grant, is in effect until further notice.

Public grants must be approved by District Grants Accounting prior to acceptance.

Any and all College District reporting on foreign-gift and contract disclosures to the U.S. Department of Education under Section 117 of the Higher Education Act of 1965 shall be submitted concurrently by the District Office of Grants Accounting to the Texas Higher Education Coordinating Board.

Legal Reference

Texas Executive OrderGA-48