



St. Philip's College Grant Protocol and Guidelines

The Institutional Advancement and Grants Development Department (IA) serves as the coordinating office for all St. Philip's College (SPC) grant activity. For successful grant development and to ensure compliance with all Alamo Colleges District (ACD) policies, rules and regulations, please adhere to the guidelines and protocol outlined below.

SPC Grants

(1) All major grant projects should be coordinated with the advance knowledge and approval of your immediate supervisor, Department Chair, Dean, Director of Institutional Advancement, and SPC Grant Writers.

(2) All grant projects should correlate and align with the Alamo Colleges District Board of Trustees' Goals, ACD Mission, SPC Mission, and SPC Strategic Plan.

(3) All proposed plans for district-level or district-wide grant projects must be approved by Alamo Colleges District Institutional Advancement before grants are written and submitted. District-level grants must be signed by the Chancellor or designee. All plans for campus-level grant projects must be approved by the IA department before proposals are written and submitted. Campus-level grants must be signed by the President or designee.

(4) When seeking the assistance of the IA Grant Writers with grant applications, please allow at least 2 weeks planning and preparation time for simple applications (i.e. corporations and foundations) and 6 weeks for more complex proposals requiring more information and supporting documentation (i.e. governmental agencies).

(5) For grants not written or submitted directly by the IA staff, a copy of the grant guidelines, application or proposal, and project budget must be submitted to IA department for review prior to submission. Following submission, the final version of the grant application/proposal (with required signatures), project budget, memorandum of understanding (MOU), letters of support, and other related documentation must be provided to IA within 10 days of submission.

(6) Grant projects must be implemented and managed in accordance with the funding agency's guidelines and regulations and adhere to all ACD/SPC policies (personnel hiring, regular/supplemental pay, purchases, travel, use of District facilities and equipment, etc.).

(7) When expending grant funds, it is important to be a good fiscal manager and adhere to ACD Purchasing Department guidelines and rules. Maintain a copy of all requisitions, receipts and other proof of expenses and payments.

(8) For all campus-level awarded grants, a grant oversight committee should be organized for each grant project comprised of the Grant Project Manager and key staff.

(9) Please track and report, all grant expenditures on a monthly basis to avoid overspending the grant project budget or returning a larger percentage of un-used funds to the agency.

(10) Follow-up information such as grant budget expenditures, progress reports, final evaluations, etc. must be provided to the funding agency and IA as requested.

Non-SPC Grants

(1) As with SPC grants, all major non-SPC grant projects should be coordinated with the advance knowledge and approval of your immediate supervisor, Department Chair, Dean, and Director of Institutional Advancement, and SPC Grant Writers.

(2) If your Department is contacted by a non-SPC entity (i.e. government agency, college/university, non-profit organization, etc.) to serve as a participating partner in a non-SPC grant project, you should contact the Director of IA provide details of the proposed grant project before proceeding.

(3) A meeting should be arranged with all key grant project stakeholders to reach a consensus to pursue the grant. If the group is in consensus to pursue the grant, a copy of the grant guidelines, proposal, budget, and all documents that pertain to SPC should be provided to the IA Department for review before the proposal is submitted. This is to verify the grant requirements, SPC's role, accuracy of SPC data/information, and to obtain the approval of the President.

(4) Only the President may give approval for SPC's inclusion and participation in a non-SPC grant project. Likewise, only the President has the authority to bind SPC into a contractual agreement (i.e. grant contract, MOU, etc.). **No** exceptions.

(5) As with SPC grants, please provide IA with a copy of all applicable grant documents (guidelines, complete application with required signatures, project budget, MOU, letters of support, and other supporting documentation) within 10 days after the grant is submitted.