

North Orange County Community College District
ADMINISTRATIVE PROCEDURES
Chapter 3
General Institution

AP 3280 Grants

Reference:

Education Code Section 70902

- 1.0 Prior to applying for any grant, the Division, Program, Department, faculty, or staff member must prepare a Concept Paper describing the problem or need that the grant would address; a description of the project; the mission and goals of the project; how the grant supports the District mission; the funding source and whether it is federal, state, local, or private; the amount being requested; matching funds requirements and source; performance period; name of Project Director; name of Project Administrator; and any other relevant characteristics or requirements that may impact the decision to submit the grant application. The Concept Paper must be submitted to the President's Advisory Cabinet at Cypress College; the Planning and Consultative Council at Fullerton College and the Provost's Staff in the School of Continuing Education.
- 2.0 Following approval by the appropriate body noted above, the grant application shall be completed and submitted to the funding agency.
- 3.0 When notification of a grant award is received, the President or Provost shall prepare and submit to the District Manager, Instructional Resources, a board agenda item requesting acceptance of funding. The agenda item must include background information in support of the grant, a detailed activity budget, project management and evaluation budget, and a Board resolution establishing the grant budgets from District funding sources, as applicable.

Date of Adoption: March 23, 2004