

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

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## **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 President's Advisory Council at Fullerton College; and to the President's Cabinet in North Orange Continuing Education.
- 2.0 Following approval by the appropriate body noted above, within one month, the grant application is to be forwarded to the District Director, Grants. Once completed, the grant application shall be submitted to the funding agency.
- 3.0 When notification of a grant award is received, the President, or designee, shall prepare and submit to the District Director, Grants, 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.

See Board Policy 3280, Grants.

**Date of Adoption:** March 23, 2004

**Date of Last Revision:** August 25, 2025 District Consultation Council  
September 28, 2020 District Consultation Council  
October 28, 2019 District Consultation Council  
September 25, 2017 District Consultation Council  
October 27, 2014 District Consultation Council