

## Century Community and Technical College

### 7.7.0.1 Development and Management of Grants and External Funding

**Purpose:** To provide guidance for staff members, foundation board members and volunteers, advisory committee members, faculty, and administrators of Century Community and Technical College in fund development activities designed to generate philanthropic support to advance the mission of the College, and to define the official channels for coordination of grants and external funding activities at the College. For purposes of this document, Century Community and Technical College will be referred to as the “College” and the Century College Foundation will be referred to as the “Foundation”.

**General Information:** The Director of Planning, Institutional Effectiveness and Resource Development has been designated to initiate and manage certain fund development activities of the College. These include the solicitation of corporate, state, federal, and foundation grants to the College for mission-related programs and purposes. The Century College Foundation is a supporting organization of the College and engages in fundraising for capital campaigns, scholarships, and selected initiatives, and is the designated repository for funds which require a 501 (c) 3 recipient. The College grant development team is chaired by the Director of Planning, Institutional Effectiveness and Resource Development and includes the Executive Director of the Foundation, the Institutional Grants Coordinator, and the Director of College Advancement.

**Policy:** Fund Development activities will be conducted according to statutes, policies and procedures established to govern solicitation of funds and distribution of grants by the Federal Government, state legislature, the college and the Minnesota State College and University System. Centralized coordination is established to ensure that external relationships are maintained and that required procedures are completed with consistency. Forms have been designed (see attached) and will be used to expedite the processes of grant preparation, submission, implementation, and reporting.

Fund development initiatives will be consistent with priorities and policies established by Century College and the Minnesota State Colleges and Universities. The president of the College and one faculty member shall serve as ex-officio members of the Foundation board to ensure that fund development activities support institutional goals. All use of gifts and grants must be consistent with the terms and conditions under which the gift or grant is accepted and for the purpose stated. Gifts and grants must be in compliance with all applicable local, state, and federal laws.

**Procedure:** The responsibility for the implementation of this procedure is assigned to the Director of Planning and Institutional Effectiveness. The President of the College is authorized to receive gifts and grants on behalf of the College, with the exception of gifts of real estate. All gifts and grants of real property must be formally accepted by the Minnesota State Colleges and Universities Board of Trustees.

- *Proposal Development.* Any member of the Century College staff or faculty may initiate ideas for grant-funded projects. Once the concept has been reviewed and

approved by the proposer's supervisor, the one-page "First Look" form should be completed and sent to the Institutional Grants Coordinator at the outset of the grant writing process.

- *Proposal Submission.* All external grant requests must be coordinated through the Office of the Institutional Grants Coordinator and must be received in that office at least 10 days prior to the submission date. The "Approval to Submit External Grant and Gift Request" form must be completed and approved by the Dean/Supervisor and returned to Resource Development.
- *Proposal Routing.* A copy of the proposal cover page, summary, and budget page will be sent electronically to the Director of Planning, Institutional Effectiveness, and Resource Development, the Vice Presidents, and the grant accountant. A notice of grant submission will be placed in the College Bulletin.
- *Grant Administration.* When a grant is awarded a copy of the award letter should be forwarded immediately to the Director of Planning, Institutional Effectiveness, and Resource Development along with a copy of the complete grant application. The Director will place a notice in the college Bulletin. Each funded grant will be administered by an oversight team consisting of the Principal Investigator/Project Manager, the Director of Planning, Institutional Effectiveness, and Resource Development, the Manager of Business Services, and the Grant Accountant. The completed "Grant or Contract Award Form" will list responsibility and timelines for reports to the funder. Once each quarter an executive summary of grants will be presented to the Executive Cabinet by the Director of Planning, Institutional Effectiveness and Resource Development.

**Attachments:**

- First Look
- Approval to submit External Grant and Gift Request
- Grant or Contract Award

**References:**

Minnesota State Colleges and Universities Board Policy 7.7, Gift and Grants Acceptance  
Minnesota State Colleges and Universities Board Policy 7.7.1, Gifts and Grants

Acceptance Reporting Form

Minnesota Nonprofit Corporation Act: Chapter 317 A

Minnesota Statutes Chapter 309 (act of June 1, 1995, ch.235)

Minnesota Statutes sections 136.67 and 136.143

**Date Proposed:** September 12, 2005

**Date Approved:** September 12, 2005

**Date Implemented:** September 12, 2005

**Date Revised:** February 21, 2007

**Grant Proposal "First Look" Form**

***All external grant requests must be coordinated through the Office of the Institutional Grants Coordinator prior to submission. Submit this completed form at the beginning of the grant process. Writing and editing assistance may be available.***

***Submit to: Institutional Grants Coordinator***

**Today's date:**

**Name of proposer/requester:**

**Telephone #:**

**Name of Supervisor/Dean:**

**Due date of grant proposal(s):**

**Concept/idea:**

**Amount of grant request (estimated):**

**Potential funder(s) or contacts:**

**Writer(s) available to assist? Who?**

**Approval of Dean/Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_**

## Century College and Century College Foundation Approval to Submit External Grant & Gift Request

**\*This form must be completed prior to submitting all funding requests and prior to accepting any gifts on behalf of the college.** (including MnSCU grants)

Please call or email, [christine.doran@century.edu](mailto:christine.doran@century.edu) x3445 if you would like help.

For grant development or writing help, please contact at least **4 weeks prior to the deadline**.

For editing help please contact at least **2 weeks prior** to the deadline.

Instructions: (1) Save this form on your computer, (2) Complete an e-copy - it is a "form", you can tab through to each answer, (3) Email it to your Dean/Supervisor, and (4) cc: [christine.doran@century.edu](mailto:christine.doran@century.edu).

**If you are a Dean**, please (1) Either follow the instructions above, or, review your staff/faculty's request, and (2) Type your name and date in the space provided at the bottom of the page, and (3) Email this form to [christine.doran@century.edu](mailto:christine.doran@century.edu) In your email, indicate whether you approve or deny.

Grant Applicant (or contact person): \_\_\_\_\_

Title of Grant Proposal: \_\_\_\_\_

Name of the corporation/foundation you are requesting funds from? \_\_\_\_\_

Application Deadline: \_\_\_\_\_ Grant Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_ Grant Amount Requested: \$ \_\_\_\_\_

What resources will Century College be required to commit to this project? Cash Match? In-kind Match? Will this project include staffing, office space, computers, installation, software? \_\_\_\_\_

Will Century College be required to sustain any portion of the budget at the end of the grant?

No  Yes

Are indirect costs included?  Not sure  No  Yes. If yes, percentage: \_\_\_\_\_

Will this request be submitted through  Century College, or  Century College Foundation? (If the funder requires a 501©(3) non-profit, submit through the Century Foundation)

What type of request is this?  Capital Expenditure  Equipment/Technology  
 Project/Program Development  Other (Specify) \_\_\_\_\_

Grant Synopsis (one paragraph):

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

I have reviewed the information contained in the proposal and authorize its submission.

Yes  No Name of Dean/Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only:**

Received by Resource Development: \_\_\_\_\_ Date \_\_\_\_\_

Forwarded to President/Vice President for Finance and Administration: Date \_\_\_\_\_

**Century College and Century College Foundation  
Grant Award Form**

**Individual(s) Completing Form:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Is this a Century College Foundation Award?**  No  Yes

(If yes, the Business Office will invoice Century College Foundation using the Foundation's Request to Access Grant Funds form)

**Or, is this a Century College Award?**  No  Yes **If yes, Budget/Cost Center:** \_\_\_\_\_

**Who Provided the Award?** \_\_\_\_\_

(Name of Foundation/Agency)

**Is this a multi-year grant award?**  No  Yes

**If multi-year, please list each amount per year:** \_\_\_\_\_

**Amount received at this time:** \_\_\_\_\_ **Period of Award** \_\_\_\_\_ **to** \_\_\_\_\_

**Funder's Award # if assigned** \_\_\_\_\_

**Title/Purpose of Award:** \_\_\_\_\_

\_\_\_\_\_

**Is there a match required?**  No  Yes, **Please describe:** \_\_\_\_\_

\_\_\_\_\_

**Report Due Date:** \_\_\_\_\_

**Project Manager/Principle Investigator** \_\_\_\_\_

**Authorized Grant Administrator:** \_\_\_\_\_

(Individual responsible for completing grant reports and accessing grant funds)

Received by Resource Development: \_\_\_\_\_ Date \_\_\_\_\_

cc **Business Office: Tracy Riba**  
**Foundation (if applicable): Carrie Dieveney**  
**Resource Development: Chris Doran**  
**Project Manager/Principle Investigator**  
**Grant Administrator**