

Grant Policy

Policy Number	400.02.01	Custodian	Provost
Approved Date	7/25/2024		
Effective Date	7/25/2024	Review Date	January 2024
References:			

1. Purpose

To provide an efficient and effective grant writing and administration process.

2. Persons Affected

- 2.1. WETCC employees
- 2.2. Board of Trustees (BOT)
- 2.3. Grant Funders

3. Policy

This policy is to ensure the following:

- 3.1. WETCC submits grant proposals that align with its mission and strategic goals.
- 3.2. Grant opportunities are effectively communicated to those impacted by them.
- 3.3. The president approves pursuing grants and in-kind matches before employees write a grant application or agree to a sub-award or sub-recipient partnership.
- 3.4. The BOT approves pursuing grants with a cost match or cost share of \$5,000 or greater before employees write a grant application or agree to a sub-award or sub-recipient partnership.
- 3.5. WETCC complies with the grant requirements of the grants that it receives.
- 3.6. WETCC minimizes its risk of non-compliance of grant requirements.
- 3.7. Administrative costs (indirect cost) are budgeted if allowed under the RFP. WETCC will not accept grants with administrative costs greater than the grant amount.
- 3.8. This policy applies to applications submitted by WETCC and sub-awards and sub-recipient partnerships.

4. Definitions

- 4.1. Administrative Cost. Indirect costs, overhead, and administrative functions required of the grant, including human resources and accounting functions.

- 4.2. Cost Match or Cost Share. A portion of a project's costs that the grant agency does not pay. Matching funds are typically a percentage of the funds awarded. Matching requirements can vary across departments and institutional programs.
- 4.3. Fiscal Agent. The organization or agency responsible for tracking funds associated with a grant.
- 4.4. Grant. An award of financial assistance of money or property from a granting agency.
- 4.5. Grant Application. A response to a request for proposal (RFP) where WETCC is the fiscal agent or sub-awardee.
- 4.6. Granting Agency. The agency awarding grant funds. A granting agency may be the federal, state, tribal, or local governments, non-profit agencies, private businesses, or individuals.
- 4.7. Grant Approval Form. Employees use this form to secure approval to pursue a grant opportunity. Signatures on this form acknowledge grant responsibilities, alignment with WETCC's mission and strategic plan, fiscal obligations, and their approval to write the grant application.
- 4.8. Grant Manager. The employee specified in the grant application. The grant manager assists the PI with the grant application submission, administering grant awards, and submitting required reports. The grant manager and PI are often the same people.
- 4.9. Grant Writer. The employee who researches, reviews, and writes grant applications with a PI or grant manager.
- 4.10. In-Kind Match. The value of non-cash contributions of services, supplies, real property, or equipment. The value of the service may be used as matching funds if the services are necessary, reasonable, and allowable under that grant.
- 4.11. Principal Investigator (PI). The employee who submits a grant application. The grant manager and the PI administer grant awards and submit required reports. The PI and grant manager are often the same person.
- 4.12. Sub-awardee or Sub-recipient. An entity receiving a portion of grant funds from another grantee.
- 4.13. Request for Proposal (RFP). A document that announces and describes a project and solicits applications from qualified applicants.

5. Procedures

Approval

- 5.1. Employees who want to pursue a grant opportunity complete and route the **Grant Approval Form** and a copy of the RFP to the appropriate personnel before working on a grant application, sub-award, or grant partnership. If the president is the person who wants to pursue the grant, skip to step 5.4.
- 5.2. The dean or director reviews the RFP to ensure it aligns with WETCC's mission and strategic plan and is a good fit with WETCC. The dean or director determines if the PI and grant manager can meet the grant objectives, monitoring, reporting requirements, deadlines, and the source of match funds if needed. The dean or director checks approved or not approved, adds comments, and signs the Grant Approval Form. The signed form is routed to the finance director.
- 5.3. The finance director reviews the RFP for budget impact, financial implications, cost matching or cost sharing requirements, and administrative costs (indirect costs) allowed. The finance director checks approved or not approved, adds comments, and signs the Grant Approval Form. The signed form is routed to the president.
- 5.4. The president reviews the information on the Grant Approval Form and may confer with the Cabinet before approving or denying pursuing the grant. The president checks approved or not approved, adds comments, and signs the form. If the president approves the grant, the president will secure BOT approval for grants with a cost match or cost share of \$5,000. The president will return the form to the employee who initiated it.

Writing

- 5.5. Once the president, and if necessary, the BOT approves the Grant Approval Form, the PI and grant manager, with the assistance of the grant writer, may write the grant application or secure partnerships with another entity as a sub-awardee or sub-recipient. Other employees may assist with the application upon coordination with their supervisors. The finance director may assist with the grant application budget.
- 5.6. Upon completion of the application, the PI or grant manager may request the grant writer or another employee review the application. Reviews must be scheduled at least seven business days before the grant submission deadline.
- 5.7. The PI and grant manager submit the final grant application to the president for a signature. Some grants require a digital signature.

Award

- 5.8. Upon receiving an award notification, the PI or grant manager enters grant information into the SharePoint Grants folder, including the RFP, grant approval form, application, budget, reports, and other related documents.

- 5.9. The PI or grant manager work with the granting agency to make any adjustments to the grant or related documents, such as policies. The PI or grant manager implements the grant upon approval from the granting agency.

- 5.10. The PI or grant manager notifies affected departments of grant requirements to ensure WETCC meets grant requirements and deadlines. The finance director assists with grant financial reporting.

Revision History

Rev. Date	Rev. No.	Revision
1/12/2024		Housekeeping: format changes and add a link to the Grant Approval Form Revisions: <ul style="list-style-type: none">• Separated and defined the PI and grant manager roles.• Extending the PI role to WETCC employees.• Added the grant writer to the grant application process.• Changed “academic dean” to “deans” to include both positions.• Further defined the roles of WETCC employees in the grant process.
4/20/2021		Original policy