

AP 3280 Grants

Reference:

Education Code Section 70902

Grant Application:

Grant applications will be sought for projects and programs that are clearly aligned with the college's current Educational Master Plan and Strategic Plan.

For new (and renewing) grants, the Gavilan College Grant Preliminary Approval Form must be submitted to the Academic Senate for review and recommendations and the President's Council for approval prior to application development.

Two versions of the form will be made available. Form A will be for grants that have an application deadline that spans more than three months from original application announcement (RFAs) to final application deadline. Form B will be an expedited version of Form A for grants whose application timeline span from initial RFA date to application deadline is less than three months. If a grant qualifies for Form B, it can initiate application development prior to the approval of Form B by the President's Council.

Grant Preliminary Approval Form

Key issues to be addressed:

- a) impact on space--possible displacement of existing programs and/or staff;
- b) impact on staffing--identify primary positions to be created and/or reassign time allocated to existing staff;
- c) impact on institutional budget-- 50% law, institutional matching contributions, increase/decrease in enrollments, potential for adding to ongoing costs, restricted versus unrestricted funds; requirements for expending.
- d) Impact/connection of the grant to SLOs, Education, Facilities, Technology, Strategic Master Plan (s);
- e) Identified Manager for Grant (beyond administration) if any;
- f) **Impact on specialized categorical programs and non-categorical programs who have renewals and evaluation process regulated by outside agency.**

Application activity--Preliminary Approval Form and application development--will be coordinated by District administration in collaboration with all departments and/or programs directly affected or identified in the grant.

The Gavilan College Academic Senate will review and make recommendations to the President's Council on all application proposals.

The President's Council will review and make recommendations to the College President on all application proposals.

All Grant applications pursued (and received) will be available on the Gavilan College intranet for review.

Implementation:

All faculty, classified staff, or administrators employed in grant funded positions will be advised that they are not guaranteed employment beyond the expiration of the grant. Reassigned faculty and staff will return to pre-grant positions at the conclusion of the grant.

The hiring process for all grant-funded positions will follow institutional hiring processes. Where a full hiring process is not feasible (via formation of a hiring committee) hiring and/or allocation of reassigned time will be decided by an ad hoc group comprising a member of administration or designee, immediate supervisor for the position, and two faculty members from the program affected. As needed, leadership and managerial training will be provided for new hires to administrative and managerial positions.

During the implementation of the grant, grant and program administrators will provide frequent updates to affected programs and seek consent from affected programs when grant initiatives will create significant change to existing curricular or programmatic procedures. Grant and program administrators will also provide regular periodic updates to the campus as a whole.

Evaluation

Grant managers will provide a summary evaluation report to the Academic Senate a minimum of once per year; more often if requested.

Additionally, the Institutional Effectiveness Committee (I.E.C.) will advise programs undergoing review, that they are expected to include in their program review, evaluation and assessment data of effectiveness of grant funding received and any impacts to the program.

Institutionalization

Based on findings by the I.E.C. Program Review Process, recommendations by the Academic Senate and President's Council, a decision will be made regarding the following:

- a) How the grant has/or has not fulfilled its original intent;
- b) Which, if any, of the grants initiatives, i.e. programs, staffing, etc. will be integrated into the institutional (on-going) budget;
- c) Whether the grant should be applied for/renewed (if applicable).