Highline College Grant Development Guide

Website link to Grants Office Information, Resources and Forms:
https://ia.highline.edu/grants/

The Institutional Advancement's Grants Office **(IAGO)** provides leadership, coordination, and development support on college-related grant applications and proposals in association with faculty, administrators, and staff in order to advance the mission, vision and strategic plans of the college. All grants must be approved by the Executive Cabinet before they are developed.

Services provided by the IAGO:

1. Serve as the Point of Contact (POC) and Authorized Organization Representative (AOR) on matters involving Federal grant applications submitted through such sites as www.grants.gov and www.fastlane.nsf.gov
2. Liaison with Federal, state, and local program officers, in addition to certain private associations and foundations
3. Assist staff and faculty in the development and submission of grant applications. Services include:
   a. Information about funding opportunities
   b. Proposal development
   c. Budget preparation (with Budget Office input)
   d. Proofreading
   e. Assuring documents are in order and submitting grant

Pre Award Process

1. In some cases, it is necessary to conduct a brief, initial assessment to identify any barriers restricting the college from applying under a particular funding opportunity and assure the grant advances Highline College's mission, vision, values, core themes, and strategic plan
2. If the funder and grant are in alignment, faculty/staff complete the Grant Approval Form
3. It is the requestor's responsibility to obtain approval from the appropriate dean, VP, director, or manager and return it to the Grants Manager or a member of the Executive Cabinet
4. The Executive Cabinet will notify the Grants Manager of their decision. The Cabinet may request additional information prior to a decision
5. If approved, the requestor will communicate with IAGO during the development of the grant as needed
6. The lead grant writer and/or Grants Manager will work with the Budget Office to ensure salaries, benefits and other costs are accurate

NOTE: SBCTC (State Board for Career and Technical Colleges) and SBDC (Small Business Development Center) grants may be submitted outside the Grants Office processes

Record Retention: The Grants Researcher/Analyst records and retains grant submission documents. award letters and updates the Grant Tracker in a shared google drive

Top Ten FAQs

1. **How do I assure a funder that our plan/project is sustainable?**
   - A clear message from grant makers today is that grant seekers will be expected to demonstrate in very concrete ways the long-term financial viability of the project. It stands to reason that most grant makers will not want to take on a permanent funding commitment to a particular agency.
   - Funders want proof either that your project is finite (with start-up and ending dates); or that it is capacity-building (that it will contribute to the future self-sufficiency of an agency and/or enable it to expand services that might generate revenue); or that it will make our institution attractive to other funders in the future. Evidence of fiscal sustainability is a highly sought- after characteristic of a successful grant proposal.
   - Be very specific about current and projected funding streams, both earned income and fundraising, and about the base of financial support for the institution.
   - The best possible process is to tie grant activities into the program and department review process. By including these activities within the review system, the institution is following standardized processes for evidence-driven institutionalization.

2. **What are Indirect Costs**
   - Negotiated Indirect Cost Rate – A negotiated percentage rate to be used in the calculation of indirect costs. The rate is typically applied to salaries and wages and differs for on- campus and off-campus project time. Consultant fees should not be included as salaries and wages. Currently, Highline's negotiated rate is 38%
   - Discretionary Indirect Rate – The grantee sets this rate based on reasonable administrative costs pertaining to implementing the grant project. This can range from 5% - 30%
   - Limited Indirect Cost Rate - Some funding agencies limit indirect costs or disallow them entirely. The program guidelines detail the applicable regulations

3. **How can I best show matching and in kind support?**

- Federal and state agencies may require the institution to demonstrate its participation through the contribution of a portion of the funds required (matching/in-kind) for the overall project.
- Administrator, faculty, and staff salaries, related fringe benefits, the difference between the college's negotiated indirect cost rate and the cost rate allowed by the funder, and other non-federal grant support are often proposed for cost sharing.
- Supply and expense items should not be included in the cost share line.

4. **What is the difference between supplies and equipment?**
   - For Federally funded grants, supplies are single items less than $4,999. Equipment is any single item totaling $5,000, or more

5. **Can grant funded positions follow a salary and benefit schedule that is different from the college?**
   - No, grant funded positions must follow the current salary and benefit schedule of the college

6. **What does "supplanting" mean?**
   - Use of grant funds to pay for ongoing activities already budgeted or for the usual activities assigned to a position. Seeking or using grant funds to relieve financial commitments the College is currently making in order to sustain a program.

7. **How do I determine what expenses are allowable?**
   - Each RFP will include a section on allowable and unallowable expenses. Federal grant proposals typically must adhere to the Federal Office of Management and Budget Cost Principles for Educational Institutions.

8. **Are the bids I secured during the proposal development process sufficient for procurement during the grant implementation phase?**
   - All projects are required to follow the College's purchasing policies and procedures. Federal proposals will also require that the Federal procurement process be followed post-grant award.

9. **Can I change my budget after the grant is awarded?**
   - In some circumstances, a funding agency may allow budget revisions or adjustments. All budget changes/modifications will generally require prior approval by the assigned program officer.

10. **Who is responsible for monitoring the grant budget?**
    - The project director or their designee are responsible for ensuring that incurred expenses are included in the budget outlined in the grant as well as ensuring that all items budgeted are expended in a timely manner and in accordance with the grant. Grant fiscal support is provided through the Budget Office

Glossary

Agency Liaison: Person designated to speak directly to granting agency on behalf of CCC.

Authorized Organization Representative (AOR): A person designated in the Grants.gov system who serves to safeguard the College from individuals who may attempt to submit grant application packages without permission.

Budget Monitoring: The process used to ensure that grant funds are used in the manner intended by the funder.

Designate: A person selected to serve on behalf of someone else.

Drawdown of Funds: The process used to access grant monies from public agencies.

External Funding: Financial resources secured outside of levied taxes, state funding, and tuition.

Evaluation Plan: The process identified by which a grant project will assess its effectiveness and outcomes.

Executive Cabinet: A group responsible for the review, determination, approval, direction of modifications, and/or disapproval of grant activities.

Fiduciary: The entity designated as the recipient and manager of grant funds.

Grant Accounting: The system responsible for setting up, tracking, maintaining, auditing, and reporting on grant funds.

Grant Agreement: A contract between the grantor and the grantee outlining the roles, responsibilities, financial management, and reporting requirements of a grant project.

Grant Researcher/Analyst: The person responsible for assuring grants are developed in accordance with established college protocols.

Grant Approval Form: A required form outlining the project, its timeline, the amount being requested and how the project addresses the college's mission and strategic goals.

Grant Proposal Planning Team: All persons involved in the development of a grant proposal.

Grantor: The entity from which funds are granted.

Point of Contact: The person assigned to the College's Data Universal Number System (DUNS) number on the Central Contractor Registry.

Private Funding: Monies that come from non-governmental (public) sources.

Program Officer: The person who serves as the funder's program liaison and representing their interests in program implementation.

Project Director: The person designated in the grant proposal as responsible for grant project implementation, reporting and outcomes assessment.

Proposal: The completed grant application including the budget and required forms.

Proposal Development: The process through which a project idea is transformed into a proposal.

Proposal Submission: The process through which a proposal is delivered to the funder.

Public Funding: Monies that come from state, Federal and local governmental agencies.

Request for Proposal (RFP), Request for Application (RFA), Solicitation for Grant Application (SGA): An open solicitation to which applicants can apply for specified program/project support.

Stakeholder: Someone who has an interest in the implementation and outcome of a project.

Supplanting: Seeking or using grant funds to relieve financial commitments the College is currently making in order to sustain a program.

Sustainability Plan: The plan by which a grant funded program will continue after funding ends.