The purpose of this guide is to convey procedural information to facilitate the development, coordination, and management of externally funded projects. The following guidelines have been established in order to avoid duplication of services, as well as to monitor the proper utilization of College resources. The policies that govern resource development are located in the Board Policy Manual. Specifically, Section GC, “Relations with Community Organizations” in the Board Policy Manual provides policy for all fund raising.

ORGANIZATION AND FUNCTIONS

ORGANIZATION

Resource Development is a function of the Division of Institutional Advancement. Under the direction of the Dean of Institutional Advancement, the Resource Development staff will assist with the development of grant proposals and other vehicles of solicitation for public funds consistent with the overall institutional philosophy of resource development.

The Office of Institutional Advancement cooperates with the Office of the Amarillo College Foundation which pursues private fund raising. This guide does not set procedure for the AC Foundation.

As a part of Institutional Advancement, the Resource Development staff works jointly with senior administrators and others to plan and implement use of alternative funds for the greatest benefit to the overall mission, operation and development of the College.

ROLE AND PURPOSE

All resource development functions contribute to one central mission: *supplement available resources to meet institutional needs*. This mission falls directly in line with the Strategic Plan, Goal 9: *Develop alternative resources for the institution*.

The role of Resource Development is to assist administration, faculty, and staff in seeking and securing external funds from federal, state, and local agencies; corporations, and foundations, to promote the mission of Amarillo College programs and services. Such funds will be applied to program development and operation, scholarships, faculty/staff development, and other multiple student services.
GOALS

1. Identify potential funding sources, chiefly public - federal, state and local agencies, foundations and corporate entities. Private funding sources are usually the purview of the AC Foundation.
2. Match funding sources to needs and priorities at Amarillo College and involve appropriate personnel.
3. Assist AC personnel in developing proposals.
4. Track grants applied for and accepted by Amarillo College.
5. Manage Carl Perkins grants so as to maintain good standing with both programmatic and financial reports provided to Texas Higher Education Coordinating Board.
6. Encourage faculty and staff involvement with area agencies, other educational institutions and other potential partners in forming cooperative arrangements to meet the expanding needs of the College’s service area.
7. Disseminate information about instructional projects that have received funding at other institutions.
8. Maintain an ongoing as well as cumulative report of grant activity and submit it to the Executive Committee and through the President to the Board of Regents.

RESPONSIBILITIES

In order to carry out its primary function – resource development – the Resource Development personnel can access information on potential sources of external funding via the web and other sources. Thus, it can provide a realistic and up-to-date assessment of the best potential sources of funding for particular ideas.

This office will assist with all aspects of proposal development. Specifically, the office’s responsibilities include the following:

9. Assist in the preparation of the Preliminary Approval Form for proposals.
10. Oversee the preparation of grant summaries for inclusion in the Board of Regents agendas as either “action items” or “items of information.”
11. Maintain monthly and yearly grant calendars which indicate due dates for grants previously written and grants which may be of interest.
12. Identify funding sources.
13. Obtain grant information.
14. Maintain current grants information files or Web sources.
15. Disseminate grant information and potential funding sources to faculty and staff.
16. Assist with the development of the proposal as needed.
17. Assist with the development of the proposal’s budget as needed.
18. Assist with editing the proposal to conform to agency requirements.
19. Assist with completing, copying and submitting the proposal.
20. Keep official grant files which contain the following:
   – Notification announcement (otherwise known as “RFP” – Request for Proposal)
   – Preliminary Approval Form
   – Original application and regulations;
   – Original abstract form
   – Proposal submitted
   – Budget and modifications
   – Reports (progress, interim, and final)
   – Pertinent correspondence related to proposal/contract
   – Job descriptions of all sponsored personnel

13. Assist the project director with agency officials on the final terms of a grant as needed.

**GENERAL PRINCIPLES**

★ The Board of Regents of Amarillo College has the fiduciary responsibility for all grants and contracts awarded.

★ Each proposal is to be completed in accordance with college policies.

★ Each proposal is to include an accounting and/or record keeping apparatus consistent with the Amarillo College system and procedures, as well as observance of requirements of the funding agency. (Please see “Budget Proposal Submission/Preparation Procedure” on page 5 for more details.)

★ All grants and contracts are awarded to Amarillo College and not the individual who is the initiator. The College bears the ultimate responsibility for the project including the compliance with all fiscal, legal, and contractual requirements.

★ Only under extenuating circumstances will anyone be permitted to submit a proposal without securing the appropriate approval. Approval under these circumstances will be handled through the President's office.

★ The President or designee has the responsibility for approving the submission of proposals on behalf of the institution.

★ The Business Office must review all proposed budgets to insure compliance with institutional policy as well as any contractual arrangement with the funding entity. Additionally, the Business Office is responsible for review and signature on all Assurances. (Please see “Budget Proposal Submission/Preparation Procedure” on page 5 for more detail.)

★ The Personnel Office will assist in developing all job descriptions and salaries.
The Office of Institutional Advancement will make timely reports to the Executive Committee regarding:
- opportunities for external funding applications;
- progress on applications submitted; and
- results, including approvals and denials on applications submitted.

PRE-SUBMISSION GRANT GUIDELINES

INITIAL CONTACT

Before beginning an external funding proposal, the initiator will contact the Resource Development personnel within the Office of Institutional Advancement. A staff member will then meet with the proposal writer to discuss the project and assist in the preparation of the preliminary approval form.

DEADLINE

A proposal completion deadline of at least TWO (2) business days prior to submission date is set internally to allow for institutional review and signatures and to allow for any internal modifications deemed necessary.

FORMAT

The grant proposal will follow the format and guidelines provided in the grant Request For Proposal (RFP). Each proposal will include a budget. The budget should follow the outline provided in the RFP for budget considerations. If not budget outline is provided, please reference the Budget Procedures section for details on a proper budget.

PRELIMINARY APPROVAL FORM

Prior to proposal submission, the Project Director will complete a Preliminary Approval Form for consideration by appropriate supervisors and the Executive Committee. The Office of Institutional Advancement will assist the Project Director as requested. The Executive Committee must approve the Preliminary Approval Form before a grant can be submitted. A Preliminary Approval Form is attached to this guide.

KEY COMMUNICATIONS

The Project Director will inform the Office of Institutional Advancement of any communications with the funding agency when necessary for clarification, progress on proposal process, etc. The Project Director shall contact the Office of Institutional
Advancement if assistance is needed in gaining clarification, additional information, rulings, etc., on a proposal.

**FINAL SIGN OFF**

No proposal of any type is to be submitted without the review of the Business Office, the Office of Institutional Advancement, the executive responsible, and the review and approval of the President.

**BOARD OF REGENTS**

If the proposal request exceeds $25,000, the Office of Institutional Advancement in cooperation with the Office of the Vice President for Business Affairs will submit summary information on the proposal to the Board of Regents for approval. If the proposal request is less than $25,000 the Office of Institutional Advancement will submit summary information to inform the Board of Regents that a grant is being sought with no approval required. Follow-up on proposals will be provided to the Board at appropriate intervals.

**BUDGET PROPOSAL PREPARATION/SUBMISSION PROCEDURE**

**DRAFT BUDGET**

As part of the proposal preparation, a draft (rough) budget is to be developed. This budget should follow the outline provided in the RFP. If no outline is provided, the budget shall include the proposal costs associated with the following:

- supervisory personnel for the project
- program personnel for the project
- payroll expenses for all personnel
- equipment, both to be purchased and leased
- supplies and educational materials
- local and/or extended travel
- telephone expenses
- postage/mailing expenses
- equipment maintenance, including service contracts
- rental of space
- consultants/external evaluators
- indirect costs
- any/all program related expenses

**FUNDING SOURCE SHARE / AMARILLO COLLEGE SHARE**

By analyzing the funding guidelines, the proposal writer/Project Director, with assistance
from the Office of Institutional Advancement (as requested), will outline the following:

– Funding source share
– Amarillo College share (if any)

**FINAL BUDGET**

A final budget with a supporting narrative is to be presented to the Business Office preferably at least **THREE** (3) working days prior to final submission to:

– ensure that the budget is accurate and conforms to Amarillo College Business Office standards;
– verify that all costs are properly included and supported; and
– create a budget format consistent with the proposal, guidelines, and Amarillo College policy.

**NOTIFICATION, GRANT ADMINISTRATION, & REPORTING**

**ACCEPTANCE**

Notwithstanding any other communication, a project is not funded or sponsored until the President executes the acceptance agreement.

**NOTICE OF AWARD**

Notice of an award is usually directed to the President. Notification is then sent to the Office of Institutional Advancement, shall compare the notification to the proposal and resolve any differences. The Project Director will seek reviewer’s comments on the proposal whether or not it is accepted. A copy of the comments will be forwarded to the Office of Institutional Advancement. (The comments are helpful in the management of successful projects and the resubmission of rejected proposals.)

**OFFICE OF INSTITUTIONAL ADVANCEMENT:** Upon notification by an agency that a proposal has been accepted, the Office of Institutional Advancement shall:

– assure that all involved parties and supervisors are aware of the notification;
– send a copy of the notification to the Business Officer in charge of grants;
– prepare a brief report for inclusion in the Board of Regents agenda “items of information” to provide information on the acceptance; and
– maintain a project file with all relevant information.

Upon notification by an agency that a proposal has *not* been accepted, the Office of Institutional Advancement shall inform the Executive Committee and include the information in the next agenda for the Board of Regents “items of information.”

**BUSINESS OFFICE:** Upon the acceptance/ratification of an externally funded project by
the President, the Business Office will:
– assign an account number to the project; and
– establish fiscal control and reporting mechanisms for the project.

RESPONSIBILITY FOR GRANT OBJECTIVES AND REPORTS

The Project Director, as named in the proposal, is responsible for seeing that the objectives and contractual agreements are met, personnel are supervised, events are properly documented, and evaluation takes place. All reports are the responsibility of the Project Director. A copy of all reports must be submitted to the Office of Institutional Advancement.

PURCHASE REQUISITIONS

All purchase requisitions, following sign-off by the Project Director and appropriate executive, are to be approved by the Business Officer in charge of grants to ensure that:
– the expense requested is allowable within the project, and
– the amount of the expense requested does not exceed available funding.

INTERPRETATIONS AND CHANGES

The contract binds the College; therefore, any interception or change to the budget of terms and conditions of the contract must be requested through the Business Office with notice to the President and Office of Institutional Advancement.

FISCAL REPORTS

Fiscal reports are to be completed by the Business Office in cooperation with the Project Director. These reports are to be submitted to the Vice President for Business Affairs and the funding agency as required. A copy of each report is to be filed with the Project Director.