

**ADMINISTRATIVE PROCEDURE 171**  
**PROCEDURES FOR OBTAINING AND ADMINISTERING EXTERNAL FUNDING**  
**THROUGH WRITTEN PROPOSALS**

**I. Purpose**

Describes the criteria to be followed for obtaining external funding (public, private, and government) by the College to assist faculty and staff in obtaining external resources for projects that support the College Strategic Plan. The availability of external funds should not determine the educational plan and policies of the College community. However, where outside funding sources may be used to supplement College resources in meeting institutional goals, the College shall seek those funds.

**II. Definitions**

- A. External funding is any financial support which is provided by any agency or program that is not part of the College, exclusive of contracts, memberships, sponsorship programs, user card funds, and alumni program funds. External funding may be provided by federal, state, and local government agencies, or by private individuals, foundations, and corporations.
- B. Development Leadership Team member — For the purposes of this AP, a Development Leadership Team member refers to the Grants Development Officer and to the Director of Corporate and Foundation Relations for the HACC Foundation. Generally, funding from federal, state, and local governmental sources are handled by the HACC Grants Development Office, and funding from individuals, corporations, and other foundations are handled by the HACC Foundation.
- C. Grant Accountant — For the purposes of this AP, the Grant Accountant refers to the Controller or the Controller's designee.
- D. Project Director — The Project Director is the project leader who is responsible for developing, implementing, and reporting the program activities identified in the funding proposal and agreement. The Project Director is charged with the development of a proposal and budget in partnership with the project development team and the appropriate Development Leadership Team member, and for completing HACC's *Pre-Approval for Proposals for External Funding* form.
- E. Proposal Development Team – an ad hoc team organized by the Project Director and the Development Leadership Team member to develop a proposal project plan, narrative, budget, and evaluation.

### III. Procedures

- A. All external funding requests will be coordinated through a member of the Development Leadership Team.
- The Development Leadership Team members shall solicit information about and host the central repository for all notices of funding opportunities.
  - The Development Leadership Team members shall be responsible for researching funding opportunities, disseminating funding information, and establishing procedures which ensure appropriate coordination, preparation, review, and approval of externally-funded proposals.
- B. The Project Director shall complete HACC's *Pre-Approval for Proposals for External Funding* form, obtain necessary signatures, and forward the original to the appropriate member of the Development Leadership Team. (See the Flowchart for External Funding Procedures, last page of this AP.)
- C. The Development Leadership Team member will review the *Pre-Approval for Proposals for External Funding* forms, assessing the viability of the request in reference to the College Master Planning and Strategic Initiative Priorities. The Development Leadership Team member will obtain appropriate Cabinet-level signatures for this form. In the event that more than one *Pre-Approval for Proposals for External Funding* is submitted for the same funding opportunity, the Cabinet-level administrator shall determine which project shall have priority.

VP Signatures Needed on Pre-Approval for Proposals					
If the project will...	Vice President for Finance and College Resources	Vice President for Academic Affairs and Enrollment Management	Vice President for College and Community Development	Vice President for Student Affairs and Enrollment Management	Executive Director HACC Foundation and Resource Development
Need capital expenditures	X		X		
Use budget resources in on-going way	X		X		
Will need additional funding to remain sustainable	X		X		X
Include faculty, curriculum, and/or student services		X		X	
Need to create an endowment			X		X
Be funded by a corporation, foundation, or individual.			X		X

- D. The appropriate member of the Development Leadership Team will identify the activities necessary to complete the proposal (such as timelines, roles, and responsibilities), will assemble a proposal team, and will coordinate the development of the proposal. The Development Leadership Team member will be responsible for insuring the accuracy of the materials and the timeliness of submission.
- E. Reviews of the Proposal  
When the proposal has been written, the Development Leadership Team member shall obtain the necessary signatures.
- For funding proposals being submitted to federal, state, and local governmental resources: Before the final proposal is signed by the College personnel who has been authorized and approved by the HACC Board of Trustees to do so (Resolution no. 103, 2/1/05), it shall be reviewed by a Grant Accountant, the appropriate Dean, the appropriate Cabinet-Level Administrator, the Vice President for College and Community Development, and the Vice President for Finance and College Resources.
- For funding proposals being submitted to individuals, corporations, or foundations: Before being submitted to the Executive Director of the HACC Foundation for final consideration, the final proposal will be reviewed by a Grant Accountant, the appropriate Dean, the appropriate Cabinet-Level Administrator, and the Vice President for College and Community Development. Proposals that require the obligation of funds not included in the approved budget require the approval of the Vice President for Finance and College Resources.
- F. The Development Leadership Team member shall be notified of all grant awards or rejections and will follow up appropriately.
- G. If the proposal is approved by the funding agency and requires a formal written contract, it shall be the responsibility of the Vice President of Finance and College Resources or the Vice President for College and Community Development to review the contract, and, if necessary, submit it to the College's legal counsel for review.
- H. If the funder limits giving to 501(c)3 organizations, all funds received must be deposited and acknowledged by the HACC Foundation.
- I. Approved grants shall be administered in accordance with the funder's financial administration guidelines. When the proposal or contract is implemented, the administrative unit receiving the funds has the responsibility to furnish the Vice President of Finance and College

Resources or designee with all financial information required by the funding agency.

- J. Upon receipt of the award, the Development Leadership Team member will draft a Resolution of Acceptance for approval by the Board of Trustees. This draft of a Resolution of Acceptance will be sent to the Vice President for Finance and College Resources.
- K. Upon receipt of the award, the Development Leadership Team member will provide the Project Director with a checklist and timeline of reports for the funder. The Project Director and the Development Leadership Team member shall work together to determine who shall serve as the main institutional contact with the funder. In addition to the responsibilities outlined above, the Project Director will be responsible for:
- Daily management of project activities
  - Adhering to the project timeline
  - Meeting project goals and objectives
  - Monitoring staff and maintaining time and effort sheets
  - Managing the project budget versus expense
  - Obtaining applicable budget reallocation approvals when deemed necessary
  - Approving the allowable expense according to the grant's guidelines
  - Preparing reports as required by the funder and HACC
  - Keeping the Development Leadership Team member informed of areas of concern and requests for changes in budget, timeline, activities, and goals or outcomes.
- L. The Development Leadership Team member will be responsible for reviewing all reports prior to submission to the funder and for communicating requests for changes in budget, timeline, activities, and goals and outcomes to the funder.
- M. The Grants Accountant will be responsible for
- Setting the System Data (Banner Security & Fund, Organization, Account)
  - Monitoring the expenditures to assure they are in compliance with intent of grant
  - Monitoring expenditures to assure they are within budget constraints
  - Preparing quarterly, semi-annual, and annual closeout financial reports
  - Coordinating the invoice and billing process
  - Periodic financial report review with Project Director(s) and Development Leadership Team

