



College of The Albemarle Grant Procedures

College of The Albemarle has a policy that governs grants, contracts, and external agreements (Policy 1-5). College employees are required to follow this policy and related procedures in seeking approval prior to submission of a grant, as well as following procedures governing grant management upon grant award as applicable.

A. Obtain Permission to Apply

Any employee who wants to apply for a grant up to \$100,000 must first obtain approval to apply through a College Grant Request Form (GRF) available in the Google Drive folder for College Documents/Planning and Research/Grant Request Form. There may be limitations on who can make submissions depending on the type of grant being submitted, or the financial requirements of the grant. The Primary applicant shall be the Grant Manager, unless another person is named.

If the grant amount is over \$100,000 or the obligation to the college for cost-sharing is over \$100,000, the Grant Request Form shall be submitted to the Finance Subcommittee of the BOT for approval.

B. Complete Grant as required by Grantor

Upon approval to apply for a grant, the the Grant Manager shall complete the grant application. If assistance is needed the Grant Coordinator shall be contacted.

C. After Grant Submission

After the grant is submitted, the Grant Manager shall send a copy of the completed grant proposal, including the budget, to the Grant Coordinator and the COA Chief Financial Officer. (Note: This process is different for a federal grant submission).

If the proposal is funded, the Grant Manager shall provide a copy of the Grant Award Notice to:

1. President of the College
2. Board of Trustees Chair or Finance Subcommittee if necessary
3. Business and Finance –Chief Financial Officer
4. Grant Coordinator
5. Chief Information Officer
6. Foundation Executive Director (if applicable)
7. Grant Partners (if applicable)

D. Grant Implementation and Management Procedures

If the grant is funded, the Grant Manager is responsible for coordination, implementation and accounting for project activities in compliance with all grant requirements. Typically that would include oversight of actions, budgets and compliance/evaluation reports.

E. Grant Budget Management

The Grant Manager shall submit a line item budget to the Business Office and obtain approval before any expenditure can be made. (Please note that in the case of federal grants, some budget lines may differ from those used by the State of N.C. which may impact your budget reporting to the grantor.)

The Grant Manager shall send the Business Office a copy of:

1. The approved Grant Request Form and routing form signed by COA President or his designee.
2. The final signed submitted grant application (signed by COA President or designee).
3. The approval notice when received by the grantor.
4. A completed "Grant Fact Sheet" for each year of the grant, submitted at the beginning of the grant fiscal year.
5. If applicable, a list of matching funds by budget code.

The Grant Manager shall maintain the following documentation by "grant year."

1. Original grant application (signed by COA President or his designee) for each grant year (unless a grant is submitted electronically, in which case please retain the best copy you can obtain).
2. Grant approval notice from the grantor for each year.
3. All correspondence to the grantor.
4. Beginning and ending dates of the grant (reversion deadlines).
5. A copy of each year's budget specific to the grant.
6. A copy of all budget amendments and transfers, including appropriate justifications for changes requested.
7. Supporting documentation for expenditures: requisitions, purchase orders, contracts, staff development rosters, etc.
8. Reports required by the grantor in the grant application or other grant documents (i.e., staff documentation supporting the purpose of the grant).
9. Grant documentation should be retained for three (3) years after the grant has ended.
10. Maintain inventory records for all equipment purchased with grant money (definition of equipment is any supply item having a useful life of more than 1 year). In particular, if federal funds are used for purchasing equipment, the program must follow EDGAR guidelines for management/disposition/disposal of equipment.
11. If applicable, a list of other partners (external agencies) that are involved with the grant.

G. Business Office Responsibilities

The Business Office is a partner with the Grant Manager in assuring that grant funds are spent in accordance with both school system policies and procedures and grantor budget requirements. The Business Office will have a file on each grant that contains:

1. The grant's budget code numbers
2. A copy of the grant application (signed by the COA President or his designee)
3. The grant award notice
4. A "Grant Fact Sheet" completed by the Grant Budget Manager for each year
5. Documentation, which will provide an audit trail, for the receipt and expenditures of the grant funds.