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STANDARD OPERATING PROCEDURE

DEPARTMENT:	Instruction	TITLE:	Grant Development
PURPOSE:	<p>This procedure is intended to establish guidelines for all grant development efforts conducted at Laney College.</p>		
PROCEDURE:	<p>Laney College has established the following grant development guidelines:</p> <p><u>Identifying and Evaluating Grant Opportunities:</u></p> <ol style="list-style-type: none"> 1. Grants opportunities should be discussed with the Dean of Workforce Development, Partnerships and Grant Initiatives. 2. After the identification or referral of a grant opportunity, the Dean of Workforce Development, Partnerships and Grant Initiatives will evaluate the grant based on its alignment with the Laney Educational Master Plan and the overarching goals of the college. In pursuing grants Laney College will consider a number of issues: <ol style="list-style-type: none"> a) Leverage existing efforts and college strengths: Institutional capacity is central when considering and being considered for a grant. Laney shall continue to demonstrate leadership in the field of particular endeavors i.e., Green Technology, Sustainability, Career Technical Academics. b) Institutional commitment: Institutional commitment must be present in order to ensure the success of a grant and its sustainability after the initial grant funding expires. As part of ensuring that this exists, the following questions will be posed in determining Laney’s ability to accommodate the needs of the grant: (a) is the college really committed to supporting the work of the grant activity if funded? (b) will the college support hiring the staff needed for grant implementation and provide facilities for instruction, labs and staff? (c) will it be possible for the college to sustain the program or initiative after the grant ends? c) Community benefit: Laney serves a wide range of communities and works with various community-based agencies and other institutions in serving the needs of the community. Laney shall examine how the community benefits from a particular grant opportunity by answering the following question; will the grant have a community benefit for the college and some key college constituents? d) Connection to college strategic directions: Laney will focus on a number of strategic initiatives including continuing work on integration of foundation skills development with career technical education and transfer programs. e) Connection to key program themes: A key theme of the Peralta District and Laney College is the promotion of sustainable energy use. Laney has recently received a number of grants for sustainability programs and will pursue more of these. 		



3. In examining the benefits of applying for a grant and analyzing the feasibility of implementation, a shared-governance approach will be used to include stakeholders in the decision-making process. If there is consensus among stakeholders that a grant is a good fit and an opportunity for Laney, continued collaboration and communication among stakeholders will follow to ensure the successful launch and implementation of the grant.

Approval Procedures:

1. All grant development efforts and activities in the name of Laney College must be approved through the President's Office.
2. The next step is to submit a proposal and/or request to apply for the grant to the Vice Chancellor of Educational Services for approval.
3. After the Laney President has approved the grant for development, the grant proposal initiator shall contact the Faculty Senate President for task force appointments.
4. All grant proposals will be submitted to the Peralta Board of Trustees for consideration and approval.

Submitting Grant Proposals for Board of Trustees Approval:

1. An agenda item description form needs to be completed, providing a brief description of the intent of the grant and seeking approval to proceed.
2. Once the agenda item form is completed, it needs to be submitted to the Laney president for approval and signature.
3. The staff assistant to the president then forwards the following documents to the contact at the District:
 - a. Scanned copy of the signed agenda item description via e-mail
 - b. Word version of the agenda item description via e-mail
 - c. Send hard copy version via inter-office mail

Planning Committee Formation:

1. The Laney College President and/or the Vice President(s) will designate the lead for the grant development project, and will also recommend specific staff, students and faculty to serve on grant planning committees.
2. The grant lead will collaborate with the Laney College Faculty Senate president and deans of departments who will be affected by the project/initiative to establish a committee for the development of the grant application.
3. If possible, a grant writer will be hired as a consultant to draft the grant application.

Application Development:

1. Requests for data for grants shall be submitted by the designated lead to the Associate Vice Chancellor of Academic Affairs or identified contact in the Institutional Research Department at the Peralta District Office at least a week in advance to allow time for research to be conducted.



2. The grant writer will circulate a minimum of three drafts for input, including an early draft, a draft mid-way through the grant writing process, and a final draft no later than 5 days before the grant application is due.
3. As appropriate, drafts shall also be provided to the dean, vice president or president for input and feedback, allowing for review to ensure the grant development is in alignment with the goals and intended outcomes of the grant.
4. Some grants will require letters of support and/or letters of commitment. Since it usually takes times to secure these type of letters, it is recommended that the lead plan to request this in advance to provide sufficient time for review, approvals and signature gathering.
5. Grant budget development: Depending on the source of the grant, an indirect cost may be applied to the grant budget. In addition, some grants require matching funds or in-kind contributions.
 - a) Once the indirect cost has been identified, this cost will need to be factored in the budget total.
 - b) If matching funds are required, these need to be approved by the vice president and/or president.
 - c) The budget shall be submitted to the grant administrator (Carmen Fairley) at the District Office for review and approval.

Submission of Grant Application/Proposal:

1. The entity/agency offering the grant provides instructions on how to submit the application/proposal, including formatting and other specifications. It is important to review these instructions in advance to prepare all the required documents for submission.

Implementation Process:

1. In establishing new grant-funded programs, Laney College will explore and identify incubator facilities space for newly conceptualized programs. This commitment will ensure that the implementation of programs will be provided the necessary resources to pilot and achieve successful outcomes.



STANDARD OPERATING PROCEDURE

DEPARTMENT: Instruction		TITLE: Grant Development	
KEY WORDS			
<ul style="list-style-type: none"> • RFA • Laney DUNS #179363205 • Federal Tax ID #94-1590799 			
DEFINITIONS AND ABBREVIATIONS			
<ul style="list-style-type: none"> • DUNS Number: The DUNS number is a unique nine-character number that identifies an organization. It is a tool of the federal government to track how federal money is distributed. • RFA: Request for proposal 			
RESOURCES			
<p>The following websites provide resources:</p> <p>Federal Grants</p> <ul style="list-style-type: none"> • Grants.gov — Web site for all customers of federal grants to electronically find, apply for, and manage grants. Getting Started with Grants.gov. <p>State Grants</p> <ul style="list-style-type: none"> • CA.gov/Grants.html 			
Last Edits:			
Responsible:		Approved by:	
Date for Review:		File Ref:	
Previous Titles:			