



Reference: *Education Code Section 70902*

The District and its colleges are encouraged to seek external grant funding when a grant aligns with the mission and vision of the district and its colleges. To ensure appropriate levels of accountability are met and to maintain a high quality of proposals, a division, program, department, faculty member, or other staff member shall complete a Grant Intent Approval Form (Green Sheet) prior to writing any grant proposal. Information provided on the form will ensure the appropriateness of the grant to be submitted and allow for a review of potential requirements for matching district/college resources and alignment with district/college goals and strategic plans. The district grants office staff may revise or update the Grant Intent Approval Form from time to time as necessary to reflect grantor and submitter needs.

Following approval of the Grant Intent Approval Form, the grant application may be written and submitted to the funding agency with final review by district grants staff before submittal.

District grants staff will assure the timely application and processing of grant proposals. Working with district and college staff, district grants staff will determine a due date for the Grant Intent Approval Form that is informed by factors including, but not limited to:

- The intent and allowable activities of the grant solicitation
- Ascertaining the District's eligibility for the grant and the funds available
- Determining interest in pursuing the grant
- The due date of the grant application

Staff will establish criteria for grant applications, in particular assuring that each grant directly supports the mission and vision of the district and its colleges.

Date: 08/24/2021