

Establish Criteria for Grant Applications

1. Only current employees of the District may initiate approval of a grant application through the Grant Approval Form.
2. Proposed grant projects must directly support the purposes of the District (as outlined in Board Policy 1200).
3. All proposed grant applications must have approval from the President's Cabinet prior to submission (with the exception of the exclusively grant supported Economic & Workforce Development Programs).

Identify Required Approvals

1. All employees must complete a Grant Approval Form (available for download here: www.elcamino.edu/administration/grants).
2. Grant Approval Forms are submitted to the relevant area's Dean and Vice President for signature/approval, and then forwarded to the President's Cabinet for review and/or approval.

Assure Timely Application for, and Processing of, Grant Applications and Funds

1. Once a proposed project's Grant Approval Form is approved by Cabinet, relevant area staff will coordinate with the District's Grants Development & Management Office to create a development plan and timeline for submission of the grant application.
2. After a grant is awarded, the primary individual responsible for management of the project will be the designated Project Director, coordinated with the District's Grants Development & Management Office.
3. Project Directors will coordinate with their assigned Accountant and the Accounting Office for budgeting matters, as well as other District divisions/departments as needed (e.g. Facilities, Fiscal Services, Human Resources, Information Technology Services, Institutional Research & Planning, and Public Relations & Marketing).

Reference:

Education Code Section 70902

Board Review: December 14, 2015