

GRAYS HARBOR COLLEGE
Operational Policy

Subject: GRANTS

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Operational Policy Number: 904

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It is the policy of Grays Harbor College to permit the institution to enter into contracts that accept grant funding from state agencies, federal government agencies, and other entities as deemed appropriate and relevant to the organization by the College President. All grant proposals must be approved by the College President (or their authorized representative) before submission in accordance with either the Grant Development Procedure for Project Grants or the Grant Development Procedure for Sustaining Grants, depending on the type of grant. Only those grants approved by the president or their representative shall be allowed. In all cases, Grays Harbor College (rather than individuals or departments) is the legal recipient of grants.

Definitions: A grant is a formal agreement in which Grays Harbor College agrees to (or is obligated to) conduct or perform certain activities. The grantor agrees to provide funds to the College for equipment, materials and/or services required to complete the project outlined within the proposal. Grants take two forms, **sustaining** (such as Perkins and Basic Ed) and **project** (for example, USDA training grant). Sustaining and project grants have different development processes and are also managed differently.

Sustaining grants are generally funded yearly and likely to be renewable grants. The department head applies for and manages these grants for the sector of the College served by the funds. Department heads will apply for, track, and report on these funds. Department heads follow the Grant Procedures for Sustaining Grants (AP 510.01) when applying for and managing these grants.

Project grants are generally new opportunities for the College. They are developed and managed based on procedures defined by the College. A project grant can be developed/prepared by faculty and/or staff or as a team, and may be in partnership with the grant development office. The development of these grants follows the Grant Development Procedure for Project Grants (AP 510.02)

After a project grant is awarded, the grant is managed by the grant project manager who follows the **grant management procedure for project grants** (AP 510.03) which is structured to enable project stakeholders to comply with federal, state, and institutional policies, regulations, and restrictions. Equipment purchases from grant funds become the property of Grays Harbor College unless otherwise agreed upon.