



Kern Community College District
 2100 Chester Avenue
 Bakersfield, CA 93301-4099
 (661) 336-5100

Appendix 3A2E(2)

- Bakersfield College
- Cerro Coso Community College
- Porterville College
- District Office

Grant Routing Sheet Approval to Submit Form (2 of 2)

Date	Primary Contact	Telephone Numbers(s)
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Funding Source	Amount	Period (dates)
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Grant Title

Type: <input type="checkbox"/> Grant <input type="checkbox"/> New <input type="checkbox"/> Renewal	Estimated Submittal Date: _____
<input type="checkbox"/> Contract <input type="checkbox"/> New <input type="checkbox"/> Renewal	Submittal Deadline: _____

Match Requirements

Cash Match Amount _____	Match Amount Required _____
In-kind Match Amount _____	Match Source _____

Operational Impact on Campus/District	Operational Impact Summary (include job descriptions and budget information resulting from grant award and supporting cost documentation)
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Indirect Cost Recovery \$ _____ %

<i>Please check all if applicable</i>			
	Yes	No	Costs
Accounting/Auditing	<input type="radio"/>	<input type="radio"/>	
Curriculum	<input type="radio"/>	<input type="radio"/>	
Equipment	<input type="radio"/>	<input type="radio"/>	
Facilities	<input type="radio"/>	<input type="radio"/>	
Information/Instructional Technology	<input type="radio"/>	<input type="radio"/>	
Maintenance and Operations	<input type="radio"/>	<input type="radio"/>	
Personnel	<input type="radio"/>	<input type="radio"/>	
Research	<input type="radio"/>	<input type="radio"/>	

Required Approvals

Note: All grant applications must arrive at the Chancellor's Office at least one week prior to the grant submission. All levels of college signatures must be acquired before submittal to the College President, granting agency, and the Office of Educational Services.

Initiator's Signature	Date	Area Administrator 's Signature	Date
College President/Designee Signature	Date	Campus Business Manager's Signature	Date
Vice Chancellor, Human Resources	Date	Vice-Chancellor, Educational Services' Signature	Date
Chief Information Officer	Date	District Chief Financial Officer's Signature	Date
Chancellor's/Designee's Signature			Date

Please attach a full and complete copy of the grant application.

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Definition of Terms

Section—Matching Requirements

Cash Match Amount—Amount of cash funding required to be matched with grant funding.

In-kind Match Amount—Amount of currently budgeted resources (i.e., salary, equipment, etc.) required to be matched with grant funding. Could also be partner's contribution of time, equipment or services.

Match Amount Required —Total amount of all match sources, cash or in kind, required as matching funds by the grant authority.

Match Source—Match sources could be 10% of payroll supervisor's cost (In-kind match) or purchase \$10,000 in computer equipment (cash match).

Section—Operational Impact Upon Campus/District

Facilities – New or remodeled building construction requirements.

Maintenance and Operations — New operational requirements of custodial, trades or grounds.

Information Technology – One time and ongoing costs for hardware, software licensing, maintenance and materials, supplies, implementation, consulting, training services cost; ongoing IT FTE support required. Initiator shall consult with College or District IT Managers to accurately determine these costs.

Indirect Cost Recovery - Recovery of Indirect costs associated with running a grant (i.e., cost of Administration, Human Resources, Finance, etc.)

Percentage - Percentage of Indirect cost recovery (i.e., 4%, 8%, 27%). Note: District currently has an approved specific federal indirect cost rate of 32%.) Please contact the District Business Office for rate.

Section—Other Operation Impact

Executive Summary - Summary of grant/contract purpose and how it fits with College Educational Master Plan and Strategic Plan.

*Approved by Cabinet 10/16/12
Admin 3/3/15
ChC 3/17/15*