

## Grant Preparation and Submission Procedure

- 1) Prior to the development (writing) of or partnering on a grant application:
  - a. Complete the Grant Notification Intent to Apply Form [Appendix 3A2E(1)];
  - b. Obtain appropriate College signatures in the event it is a 10+1 matter; and
  - c. Forward the Grant Notification of Intent to Apply Form to the District Vice Chancellor, Educational Services' the grants office, Vice Chancellor, Human Resources, Vice Chancellor, Operations, Chief Financial Officer, and Chancellor via email (pdf) for review followed up by a hardcopy for signature.
- 2) The intent of the Grant Notification Intent to Apply procedure is to inform all of the stakeholders as early in the process as possible, prior to contacting a grant writer but not later than 30 days-prior to the grant submission date unless warranted by compelling justification.
- 3) Not less than one week (7 calendar days) prior to submission, or earlier, the Grant Approval to Submit Routing Sheet [Appendix 3A2E(2)] must have been signed by the College President, or designee, the Vice Chancellors, KCCD Chief Business Officer and arrive the Chancellor or designee's office.
- 4) The grant application may be submitted to the granting agency upon completion of the Grant Approval to Submit Routing Sheet [Appendix 3A2E(2)] by the appropriate parties. Approval to submit is conferred by the signature of the Chancellor or designee.
- 5) Notification of approval of the grant by the granting agency initiates submission of the following items to the District Vice Chancellor, Educational Services' Office:
  - a. Kern Community College District Request for Board Action;
  - b. Grant Approval to Submit Routing Sheet, Appendix 3A2E(2)
  - c. Grant Notification Intent to Apply form Appendix 3A2E(1)
  - d. Grant application.



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

## Grant Routing Sheet Notice of Intent to Apply Form (1 of 2)

**Appendix 3A2E(1)**

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

Date	Primary Contact	Telephone Numbers(s)		
Funding Source		Amount	Period (dates) From _____ To _____	
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: _____
<b>Required Approvals</b>				
Initiator's Signature	Date	Area Administrator's Signature	Date	
College President's/Designee's Signature	Date	Campus Business Manager's Signature	Date	
Vice Chancellor, Human Resources	Date	Vice-Chancellor, Educational Services/Designee Signature}	Date Received	Date
Chief Information Officer	Date	Chief Financial Officer	Date Received	Date
Chancellor	Date			
<b>Executive Summary of the Grant Opportunity (attach additional sheets as necessary) Describe how the grant supports District and/or College strategic plan(s), Educational Master Plan(s).</b>				



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**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
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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 _____

<b>Operational Impact on Campus/District</b>	<b>Operational Impact Summary (include job descriptions and budget information resulting from grant award and supporting cost documentation)</b>
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Indirect Cost Recovery \$ _____ %	
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<i>Please check all if applicable</i>			
	Yes	No	Costs
Accounting/Auditing			
Curriculum			
Equipment			
Facilities			
Information/Instructional Technology			
Maintenance and Operations			
Personnel			
Research			

### 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*