



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

## Administrative Procedure

### Chapter 4 – Instructional Services

#### 5100.2 - GRANTS AND CONTRACTS MASTER PLAN DEVELOPMENT

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This Procedure Outlines the tasks that must be completed to establish a grants and contracts master plan for each college and adult program.

#### FUNCTION

1. Definitions
  - a. Grant: A grant is a gift of money given to the District by an external funding agency to carry out an agreed upon project or activity. Most grants are competitive, which means that many colleges are competing for funds. Some grants are not competitive and are allocated according to a formula or entitlement. To secure a competitive grant the District must develop a proposal that convinces the funding agency that the District has a worthwhile project that falls within the scope and priorities of the funding agency.
  - b. Contract: Contracts differ from grants in that the funding agency has a service it wants performed. The District may submit a bid for performing the service. Contracts are usually awarded to bidders based on the cost of the service and the bidder's ability to perform the service.
  - c. External Funding Agency: An external funding agency may be a government agency, a foundation, a corporation, or a person.
  - d. Program Goals: Identified goals of the college/adult program which are used in setting priorities in securing grants and contracts.
  - e. Grants and Contracts Master Plan: The planned intentions of the college/adult program to secure grants and contracts. A multi-part document which is submitted for Board approval.
2. Restrictions

Grant and contract proposals not included in the Board approved master plan must be submitted to the Board individually prior to proposal submission to the funding agency.

#### IMPLEMENTATION

1. Responsibility

- a. The District grants and contracts coordinator is responsible for collecting information on funding opportunities and presenting them to the presidents.
  - b. Each program president is responsible for the development of a grants and contracts master plan for his/her program.
  - c. The Chancellor will review each master plan to insure compatibility with District goals and objectives and make recommendation to the Board.
  - d. The Board considers and approves or rejects the master plan.
2. Development and approval of the grants and contracts master plan.
    - a. Grants and contracts coordinator collects information on funding and writes an abstract of each program.
    - b. President causes a meeting of his/her staff to match college/adult program goals with funding opportunities.
    - c. Grants and contracts coordinator presents funding program abstracts to president's staff.
    - d. President and staff select those funding opportunities that meet the goals and objectives of their program.
    - e. President is responsible for the development of the master plan, which will follow the outline presented in paragraph 3 (Suggested Outline of Grants and Contracts Master Plan) of this procedure.
    - f. Completed master plan shall be submitted to Chancellor by July 1.
    - g. Chancellor will review and evaluate master plan in light of District goals and objectives.
    - h. Chancellor will submit master plan to Board of Trustees by July 15 for approval.
    - i. Board considers master plan by August 8.
    - j. President notifies project managers to begin development of project plan and sends each manager a copy of form 5100.2, Master Planning Guide for Grants and Contracts and form 5100.2a, Grants and Contracts Project Managers Planning Guide to use in planning for development of the proposals.
  3. Suggested Outline of Grants and Contracts Master Plan
    - a. Cover Page
    - b. Introduction
      - 1) District policy on grants and contracts (this would be a reference to the Board's adopted policy on grants and contracts so as to emphasize the fact that we apply for grants and contracts for specific reasons).
      - 2) Definition of grants and contracts.
      - 3) College/adult educational programs and services to be impacted/implemented by grants and contracts after including the identification of the specific goals and objectives of that program or service.
    - c. Calendar of events
    - d. Budget summary of grants and contracts master plan
    - e. Abstracts of grant and contract proposals

## FORMS/REFERENCES

1. Form 5100.2 Master Planning Guide for Grants and Contracts.
2. Form 5100.2a Grants and Contracts Project Manager's Planning Guide.

(Forms are stocked and issued by the District Office, Grants and Contracts Coordinator.)

Adopted: September 7, 1977

SUPERSEDES:  
New Procedure