

**GENERAL INSTITUTION**

**AP 3280 GRANTS**

**Reference:**

Education Code Section 70902(b)(10)

Applications for grants will be made with state, federal, and private agencies when the content of these applications extends the resources available to the District in support of the purposes and strategic plans of the District, its divisions, or departments. Funds sought may be utilized for staffing needs, equipment, materials, in-service education, travel, research and development, facilities, instructional innovations, financial aid, or other provisions as authorized in the grant.

The Superintendent/President or designee, shall create, maintain, and communicate procedures for a grants proposal and management process. The process shall include procedures addressing proposal development and submission and grant start-up, management, and closeout activities.

New, continuing, or renewing grant applications shall be scrutinized by the appropriate Vice President(s) and require approval of the Superintendent/President. Those interested in applying for a grant must complete the "Intent to Apply for a Grant" form before proceeding with their application. The application can be found on the District's Grants webpage. Grant applications which require matching funds will be submitted insofar as matching funds are identified and available within the budgeted resources of the District for the duration of the grant award.

All grant awards shall be sent to the Governing Board for review and acceptance. When notification of a grant award is received, the appropriate Vice President(s) shall prepare an agenda item for the Governing Board requesting acceptance of funding. Upon award notification, the responsible Vice President(s) and Primary Investigator/Project Director shall work with the Grants Office, Human Resource Services, and Fiscal Services to ensure appropriate staff are assigned to manage and monitor the grant. All grant-related activities and expenditures must conform to the requirements and allowable costs authorized in the grant. Appropriate fiscal controls shall be implemented and enforced. All required reports will be completed, reviewed, and submitted according to the timelines established by the sponsor.

Office of Primary Responsibility: Office of the Superintendent/President

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**Date Approved: 3/17/09; Revised: 4/2/19**

*(Replaces Palomar College Procedure 311 and all previous versions of AP 3280.)*