



**Brazosport College
Grant Administration Office**

**Grant Procedures Manual
January 2007**

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INTRODUCTION

Brazosport College encourages faculty, staff and administrators to be aware of and seek out external funding opportunities to support institutional goals and objectives as outlined by its mission and strategic plan.

This manual has been developed to guide and facilitate active involvement of all college personnel in grant funding opportunities. It is designed to serve as a reference that provides guidance to explain the College's policies and procedures regarding the grant proposal process and grant administration responsibilities and policies.

All requests for outside funding are centralized within the Grant Office and must be processed through and approved by the department prior to submission for signature by the President of the College. It is the goal of the Grant Administration Office to direct positive community and campus collaborations that facilitate the successful solicitation of external funding for program implementation and enhancements, equipment acquisition, professional development, service projects, outreach, and other activities.

For assistance with researching funding opportunities, writing proposals, completing online applications, and other grant-related tasks, please contact:

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SERVICES PROVIDED BY THE GRANT ADMINISTRATION OFFICE

The Grant Administration Office coordinates the College's efforts to secure external funding from both public and private sector grantors. The office is dedicated to supporting College faculty and administrators throughout the proposal writing, contract development, and grant administration process.

The Grant Administration Office will:

- Identify possible sources of funds available from local, state and federal agencies, private and corporate foundations, and local and regional businesses.
- Secure and disseminate program applications and information related to funding opportunities through inter-office mail and the department's newsletter.
- Assist with the writing, reviewing and editing of letters of interest, intent to apply letters, program proposals, and grant applications.
- Maintain an up-to-date centralized grant program file.
- Provide and/or acquire previously successful grant applications for review and assistance with the preparation of new proposal packages.
- Assist with negotiations of contract terms and conditions put forth by funding sources.
- Coordinate proposal review processes and secure authorized signatures for proposals and contracts.
- Provide training workshops and seminars designed to address the educational needs of College staff members in regards to all aspects of grant solicitations.
- Provide individual and group grant writing assistance.
- Lead and coordinate grant development team efforts.
- Provide assistance with budget development (in conjunction with the Business Office).
- Will prepare a proposal outline based upon grant requirements and guidelines published by a federal funding agency for College personnel interested in exploring federal grant application opportunities.
- Assist and advise College personnel in the cultivation of funding agencies and other grantors.

It is the goal of the Grant Administration Office to empower Brazosport College personnel to seek potential funding opportunities, prepare and submit quality program proposals, and acquire new financial resources. The office's staff is prepared to assist faculty and administrators at every step of the way in the creation of competitive grant applications.

ADMINISTRATIVE REGULATIONS

The following is an excerpt from Brazosport College's Administrative Regulations (located on the employee shared drive).

**APPROPRIATIONS AND REVENUE SOURCES:
GRANTS, FUNDS, DONATIONS FROM PRIVATE SOURCES**

**CAM-R
(LOCAL)**

COLLEGE-APPROVED GRANTS	Competitive grant funds enable the College to initiate, expand, and enhance educational and student support programs and are therefore recognized as a key fund development activity.
GRANT DEVELOPMENT AND SUPPORT SERVICES	<p>To facilitate and support the development and submission of well-designed, strategically planned, and competitive grant applications, the Grant Administration Office will provide comprehensive services that include:</p> <ul style="list-style-type: none"> ▪ Researching and identifying funding sources for new initiatives and for the continuation of current programs; ▪ Working with members of the College community in developing successful proposals; ▪ Serving as a resource for funding opportunities; ▪ Maintaining a library of grant resource materials for the College community; ▪ Distributing requests for proposals (RFPs) to the appropriate departments; ▪ Assisting in all aspects of preparing grant proposals; ▪ Aiding the college community in meeting grant requirements and deadlines; ▪ Notifying appropriate members of the College of grant submission and approval; ▪ Developing grant budgets; ▪ Developing and conducting grant workshops and seminars; ▪ Contacting potential funding agencies; and ▪ Collaborating with external parties on potential grant initiatives.

<p>GRANT DEVELOPMENT PROCESS</p>	<p>To ensure that all submitted grant applications are developed with the approval of the College administration, are strategically designed to meet recognized College goals and community needs, and do not create a conflict with other fund development initiatives, the following regulations have been established:</p> <ul style="list-style-type: none"> ▪ Grant initiatives, projects, collaborations and other grant-related activities will be conducted through the Grant Administration Office; ▪ Faculty and staff developing a grant application will be responsible for obtaining the written approval of their supervising Dean and submitting a copy of the approval to the Grant Administration Office prior to the substantial development of a grant application. ▪ Upon receipt of a Dean’s written approval, the Director of the Grant Administration Office will assist College personnel with the preparation of grant proposals, will provide technical assistance, and will ensure compliance with grant guidelines, procedures, and timelines. ▪ College personnel will provide the Grant Administration Office copies of relevant Requests for Proposal, proposal applications, related notes, application forms, and other pertinent correspondence for all grant applications that are submitted in the name of the College.
<p>APPROVAL OF GRANT SUBMISSIONS</p>	<p>Upon the review and approval of the appropriate College Dean, grant proposals will be processed by the Grant Administration Office to obtain the approval of the College’s President and necessary signatures.</p>
<p>PENDING GRANTS</p>	<p>Pending applications will be monitored by the Grant Administration Office.</p> <p>The Director of Grant Administration Office will be listed as the point of contact for Brazosport College proposals and grant applications.</p> <p>The Grant Administration Office will maintain contact with funding agencies for addendums, revisions, and updates related to applications and budgets.</p>

<p>GRANT AND CONTRACT NOTIFICATIONS</p>	<p>Notification of all competitive grant awards and contract documents shall be sent to the Grant Administration Office for processing.</p> <p>Notification of awards and contracts will be forwarded to the President's office, the Deans' Council, and other appropriate College personnel as appropriate.</p> <p>The Director of Grant Administration and other Business Office personnel will review the contract for required performance outcomes, obligatory reports, federal/state compliance requirements, evaluation components, and other conditions.</p> <p>All grant contracts will be processed for the President's final approval and signature through the Grant Administration Office.</p> <p>The Public Relations Office will be notified of grant awards and contracts to facilitate news releases.</p> <p>The Director of Grant Administration will schedule a meeting with the grant project personnel, the appropriate Dean, and Business Office staff members to review and discuss budgetary requirements/ procedures, programmatic requirements, and other appropriate issues.</p>
<p>ADMINISTRATION OF GRANT FUNDS</p>	<p>Upon receipt of funding, the Grant Administration Office will assist in the preparation of supporting documents; however, the management of grants (both programmatic and budgetary) will fall under the auspices of the appropriate Dean and Project Director.</p>
<p>GRANT REPORTING PROCESS</p>	<p>Grant Project Directors of each program are responsible for all appropriate reports required by funding sources.</p> <p>The Grant Administration Office will maintain a calendar of reporting due dates to ensure the timely submission of grant reports.</p> <p>Grant Project Directors will coordinate reporting efforts with the Grant Administration Office before the reports are submitted to funding agencies.</p>

PROCEDURES

The following procedures apply to all external funding requests for Brazosport College:

Definitions

- A. Grant - A grant is a donation that is:
 - 1. Restricted or conditional;
 - 2. Requires the submission of reports; and/or
 - 3. Requires a written contract or verbal agreement to be authorized by the College.
- B. Gift - A gift is a donation that entails no written reports or signed contract/agreement.

Private Solicitation Guidelines

- A. Eligibility
 - 1. Full-time faculty and staff of Brazosport College are eligible to develop grant funded research and project proposals for submission with the Grant Administration Office. Adjunct faculty and part-time staff may participate in the development of proposals and may be included as proposed project staff, with department and division approval.
 - 2. Funding proposals will be consistent with mission and strategic plan of Brazosport College or approved by the applicant's supervising dean.
- B. Authority for Grants
 - 1. The President of Brazosport College is the sole authority for approving the submission of grant proposals. After the Grant Administration Office approves a proposal or grant application, it will be forwarded to the President for final approval. The President or designee is authorized to execute necessary documents for grant proposals that have been approved.
 - 2. No proposal for external funding bearing the name of the College may be submitted without the involvement of the Grant Administration Office and approval by the President.
- C. Grant Awards
 - 1. Grants are awarded exclusively to Brazosport College or the Brazosport College Foundation operating as the college's fiscal agent. They are not awarded to an individual who may be the initiator of the grant. The President accepts the programmatic and fiduciary responsibility for all grants awarded. As such, the College bears ultimate responsibility for fulfilling the objectives of the project and for complying with all fiscal, legal, and contractual requirements.
 - 2. The President (or other authorized designee) will sign the grant contracts and awards. All grant award letters mailed to the project director directly must be submitted to the Grant Administration Office for processing. The Office of the President will not sign any such letters without consultation with the Grant Office.
 - 3. All monies awarded in response to authorized institutional applications will be administered by the College's Business Office in conjunction with the Grant Administration Office as deemed appropriate.

D. Conflict of Time

1. When serving as project director, total time commitment to such projects should be reasonably managed and congruent with the individual's professional College responsibilities. The amount of time spent on grants must always be decided in consultation with the individual's supervisor.

E. Conflict of Interest

1. Project directors must take reasonable steps to ensure that applying for a given grant will not constitute an impropriety or conflict of interest for them or for the College. Such situations include, but are not limited to: areas of personal financial gain for the applicant; and circumstances that might appear to compromise the College's reputation or give the College an unfair advantage.
2. Project directors must take prudent steps to minimize even the slightest appearance of unethical behavior regarding all requests for personal reimbursements (for purchase or travel).

F. Regulations and Requirements

1. Proposals must be consistent with the mission and goals of Brazosport College, policies established by the Board of Regents, laws of the State of Texas, and applicable federal laws and regulations.
2. In accordance with federal regulation, all Brazosport College employees conducting research involving human subjects must apply for, and receive, approval from the Institutional Review Board (to be established in 2007) and the President before proceeding with their research.

Fiscal Policies

A. Indirect-cost Policy - This section to be developed upon receipt of an approved Indirect Rate from the federal government.

B. Financial Administration Policy

Expenditures of a sponsored project must be aligned with the approved budget appearing in the proposal or letter of award. No changes may be made without the approval of the Grant Administration Office, including transfer across line items. Project directors must seek input from the Grant Office regarding budget modifications and how to spend or deal with any funds carried over from one funded year to another.

Grant Policies and Procedures

A. Project Proposal Criteria

1. The concept/project is directly linked to the mission, strategic plan, and the overall direction of Brazosport College;
2. The project increases the capacity of the College to serve the needs of its students or the community-at-large; or,
3. The needs and solution have emerged from the college and its community.

B. Priorities for Grant Project Development

Grant projects are most effective when they are developed to address real needs that are consistent with the College's mission and goals. Priority is given to projects and activities that support:

1. Equipment and resources for programs to which the College is already committed.
2. Other elements of programs (e.g., curriculum development, student support) to which the College is already committed.
3. New programs that enhance specific aspects of the College's long range plan or current priorities and are self-supporting for their duration.
4. New initiatives that may not be self supporting, but would enhance specific aspects of the College's long-range plan or current priorities. Such projects could be limited to the life of the grant or be designed for eventual institutionalization into the ongoing operation of the College.

C. Communication with the Grant Administration Office

The faculty member, administrator, or professional staff member planning to submit grant request must notify the Grant Office in the initial phases of application development. The applicant and/or grant development team will provide the Grant Office with a copy of the published Request For Proposals (RFP) and other relevant paperwork for review and consideration. All communication with the President's Office regarding a grant application will be done through the Grant Administration Office.

D. Coordination of Grant Activities between the Grant Administration Office and the Brazosport College Foundation

It is the policy of the Brazosport College Foundation and the Grant Administration/ Business Office that all grant applications will be submitted to funding agencies through the Grant Administration Office.

If a solicitation to a corporate or business entity by the BC Foundation results in the receipt of a grant contract/agreement, the Director of Development will provide all pertinent and necessary information to the Grant Administration Office to allow its staff to monitor the submission of all applicable grant contracts as well as fiscal and performance reports.

The directors of the Grant Administration Office and the Foundation Development Office will meet at least monthly to discuss potential joint activities and to ensure the adequate coordination of grant submissions.

E. Proposal Development Process

1. Approval Form for Development of Proposal Concepts or Applications - Prior to the involvement of the Grant Administration Office in the development of any grant application or proposal, applicants must secure the approval of their supervising Dean on the designated form.

2. Funder Searches

- *Foundation Search* - The Brazosport College Foundation and the Grant Administration Office subscribes to an online database search service that includes extensive information on national, regional and local private and corporate foundations. The Grant Office staff will conduct a search of the database for appropriate funders for identified program needs upon request for faculty, staff and administrative personnel.
- *Grant News* - The Grant Administration Office produces a twice monthly newsletter that is posted to the shared employee drive. The *Grant News* provides information regarding upcoming grant opportunities, the latest in local and national grant-related news, proposal development articles, professional development opportunities, education news, and summaries of the recently released best practices and education reports.
- *Other Resources* - The Grant Administration Office relies upon a wide variety of government and non-profit resources for information pertaining to the latest trends and opportunities. These resources include Grants.gov, federal email subscription services, the Council for Resource Development and *Charity Channel*.

3. Individual Proposal Writing - It is the responsibility of applicants and department grant development teams to write their individual draft proposals. The Grant Administration Office will assist with suggestions, re-writes, and research as needed.

4. Multi-Department Proposals - Federal and major foundation applications that will involve multiple College departments and divisions will typically be written by the Grant Administration Office with active collaboration and input from College personnel to be involved in the development of the program's concepts, activities, and outcomes. The Grant Office will convene and facilitate grant development team meetings and efforts.

F. Project Approval Process

1. Approval of Project Concept - Prior to submitting a proposal to the Grant Office, applicants must have the approval/signature of the supervising Dean on the Submission Approval Form (which is available in the Grant Administration Office).

G. Proposal Review, Approval, and Revision Process

All grant proposals (including renewals) must be delivered to the Grant Administration Office two weeks before the submission deadline (via email and hard copy). The following process has been designed to ensure that proposed projects are consistent with institutional priorities and that they will have the support required for success.

1. Review & Editing - When applicants submit a proposal, Grant Administration Office staff have one week to review, edit, and consult with applicants regarding any changes; submit to the President for final approval and signature; and mail/transmit the proposal in a timely manner.

2. Required Attachments - In addition to the grant proposal, applicants must submit to the Grant Office any materials the funder has requested. Materials not requested by the funder are not to be included.

3. Approval & Required Form – After a proposal and application are completed and ready for final approval by the appropriate members of the Deans' Council and the College President, a copy of the Approval Cover Sheet will be attached to the packet by the Grant Administration Office. The grant team leader will sign-off on the packet and delivered it to their supervising dean. All grant applications, contracts, and other grant-related documents requiring the President's signature must be accompanied by the Grant Administration Office's Approval Cover Sheet *prior to delivery to the President's Office for signature/approval.*
4. Business Office Approval – All proposals, budgets, budget amendments, contracts and other grant-related documents requiring the President's signature must be submitted to the Dean of the Business Office for review and approval.
5. Collaborative Grants and Sub-grantee Contracts – Grant proposals, contracts and other related documents that commit the College to terms and conditions as a collaborative partner and/or sub-grantee of contracts held by an external partner will require the review of all Deans whose departments will have an active role in the implementation of the program and/or will contribute resources (both staff and financial) under the terms of the grant.

All grant proposals and other grant-related documents require the signature of the President (or an approved designee) prior to submission to an external source and must be submitted to the Grant Administration Officer for routing and review.

- H. Proposal Submissions – All proposals (including renewals) will be submitted to funding entities by the Grants Administration Office only (unless prior approval is obtained from the College President). These submissions include applications and proposals submitted via US mail, *Grants.gov*, the State of Texas submission systems, and all other means.
- I. Budget Carry-Over Policy – Funds that are not expended at the end of a grant cycle are not automatically carried over to the next year. Permission to do so must be granted by the funding entity and the Business Office as appropriate. In all cases, project grant guidelines will be followed. Request for a no-cost extension may not be made by the project staff without prior consultation with the Grant Administration Office and the Business Office. Such requests will be routed for the approval and sign-off by the supervising dean, the Dean of the Business Office, and the College President.

POST-GRANT ACTIVITIES

Acceptance of Award

- A. Project Start-Up - Before a college employee can begin any project activities, the Grant Administration Office must have successfully processed the grant contract and received the written approval of the College President.
- B. Receipt of Award Letters & Checks - Upon receipt, all award letters and checks must be sent immediately to the Grant Administration for processing.

Roles and Responsibilities

- A. The College Administration - A grant or contract will be executed between the funding agency and Brazosport College or the Brazosport College Foundation (on behalf of the College).
- B. Responsibilities of the Grant Administration Office – The Grant Office will:
1. Notification of Awards
 - To Supervising Dean – The Grant Administration Office will notify all appropriate deans and the President’s Office upon receipt of an award letter, contract and/or check.
 - To Project Implementation Staff & Faculty – The Grant Administration Office and/or the supervising dean will notify project implementation staff of the award and contractual conditions.
 - To Marketing Department – Upon receipt of an award letter and/or validated contract, the Grant Administration Office will notify the Brazosport College Marketing Director regarding the award and its implementation plan. The Marketing Department will be responsible for the creation and submission of any media releases to be distributed by the College.
 2. Grant Contact – The Director of Grant Administration will serve as the contact person for all Brazosport College grants and awards.
 3. Centralized Files - Establish and maintain a physical project file as a part of its centralized files. Copies of all pertinent files are to be forwarded to the Grant Office immediately upon receipt by project staff. The file will contain copies of the following:
 - RFP, program guidelines & application instructions
 - Budget forms, amendments, and pertinent development paperwork (i.e. information pertaining to how the budget figures were determined)
 - Contract and award letter
 - Other official correspondence (including email messages)
 - Quarterly performance reports and supporting documentation (including both funder required forms and internal review information)
 - Annual performance reports and supporting documentation
 - Contact information (with mailing addresses, email addresses, and phone numbers)
 - Other pertinent documentation (to be determined by the Grant Office for individual projects and contracts)
 4. Monitoring Activities – The timely submission of quarterly and annual performance reports will be monitored by the Grant Administration Office.
 5. Review of Performance Reports – Individual project performance reports (data and narrative formats) will be reviewed by the Grant Administration Office. Grant Office staff will consult with project staff to ensure that the reports are accurate and optimally reflect the project’s performance.
 6. Submission of Performance Reports - Additionally, the Grant Office will monitor the timely submission of all performance reports.
 7. Annual Program Audits – The Grant Administration Office will conduct an annual program audit of all grant-funded programs and projects.

- B. Responsibilities of the Grant Project Directors – Project Directors are fully responsible for carrying out all the goals and objectives that are specified in the proposal which, when funded, becomes a legally binding contract. These tasks typically include the following:
1. Grant Management – Management duties include:
 - Compliance with applicable federal, state and/or local regulations, completion of all required reports, and submission of all in-house documentation (i.e., requests to transfer funds, etc.)
 - Implementation of project activities and ensuring that the project is conducted as described in the proposal and that the project goals are being met.
 - Supervising staff and subcontractors, as appropriate.
NOTE: No request for an extension of a grant project - be it a no-cost extension or a funding renewal - may be made unilaterally by the project director. The Grant Administration Office must be consulted first and the established procedures followed.
 2. Records maintenance
 - Maintaining all required records dealing with grant execution and achievement. It is generally recommended that all such records be maintained for a period of at least five years, unless the funding agency specifies an alternative length of time. Records should be organized in such a way that they can be easily reviewed by an individual unfamiliar with the project.
 - Preparing and submitting quarterly, interim, and final reports, as may be required, and by the designated deadlines. (If funding entities do not require a formal quarterly report to be submitted, project directors are to compile performance data and create an internal quarterly report by which benchmarks and project performance attainment can be judged.)
 - Within 60 days of completion and closing out of the project and final reports, all documentation and reports are to be delivered to the Grant Administration Office for archival filing.
 3. Fiduciary responsibilities
 - Maintaining all fiscal records associated with the grant and for reconciling such records with the official expenditure reports prepared and disseminated by the Business Office.
 - The project director must work to ensure that all fiscal reports are accurate and completed in time. For all funding, completed programmatic and fiscal reports must be submitted to the Grants Administration Office/Business Office, as appropriate, for review and mailing at least two weeks prior to the report due date.
 - Overseeing all spending and responsibility for any deficits associated with the cost center for the grant. Expenditures must be limited to the budget (by line item) agreed upon by the funding entity.
 4. Project evaluation and quality control
 - Submitting all interim and final performance and technical reports to the funding entity, paying particular attention to deadlines.

5. Stewardship – In general, stewardship refers to the ability of Brazosport College to direct the contributed funds in accordance with the donor's intentions. The Project Director will be responsible for:
 - Ensuring all dollars are appropriately expended as originally agreed upon
 - Providing the donor with all promised publicity/Return On Investment items
 - Convey to the donor the impact and effect the gift had on the college and its students through accurate and thorough performance and impact reports
 - Assist the Grant Administration Office in articulating the project's sustainability to the donor (when applicable)
6. Grant Report
 - Most funding agencies require a final, comprehensive project report, which is the responsibility of the project director. There are often two parts to this report: a project report describing how well the project met its goals and a financial report detailing project expenditures and other funding. There is usually a firm due date for this report. The basic contract or grant document often contains detailed instructions on termination procedures. All reports must be submitted the Grants Administration Office by the project director for review before submission to the funding sources, at least two weeks before the due date.
7. General
 - All Collage safety regulations and policies regarding such matters as recruiting, employment, purchasing, research involving the use of humans as subjects, and environmental regulations, among others, must be followed.
 - Should a project director anticipate terminating his or her association with Brazosport College, the Grant Administration Office must be contacted immediately.

GATOR GRANT PROGRAM

Brazosport College Mini-Grant Awards

As an incentive to become involved in the grant process, Brazosport College internal mini-grant awards will be offered to faculty and staff members through the Gator Grant Program.

- Range of awards – Up to \$1,000 each (totally a maximum of \$5,000 annually)
- Number of awards – Annually, approximately 5 to 10 mini-grants will be awarded.
- Distribution dates – Awards will be made quarterly.
- Eligibility – Applications will be accepted from:
 - Individual applicants – Full and part-time faculty and staff members that have completed the Grant Writing 101 workshop offered through the Brazosport College Employee Development Center (EDC) will be eligible to apply for a mini-grant.
 - Grant teams – Grant teams that have a least one member that has completed the Grant Writing 101 workshop offered through the EDC will be eligible to apply for a mini-grant.

- Restriction – During the first two years (2007 & 2008), applicants may receive only one mini-grant.
- Use of mini-grant funds – Funds may be requested for the purchase of program materials, equipment, professional development activities/workshop fees, expenses related to enhancing program provision, etc.
- Selection committee – Annually, five members will be appointed to serve as the selection committee. Memberships could consist of the following:
 - A dean
 - President of the faculty assembly
 - Faculty representative to the BC Foundation
 - One mid-level management representative
 - Director of Grant Administration

Appendices

Appendix

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Brazosport College
Approval Form
For Development of Proposal Concepts or Applications

Please provide concise answers to the following questions.

Person(s) submitting this form _____ **Phone** _____

Date submitted _____ **Agency deadline (if known)** _____

Project title _____

Proposed project start date _____ **End date** _____

Emphasis of project:

Please address each of the following on a separate sheet of paper.

1. Primary Goal of Proposed Project
2. General Program Description
3. Needs Statement (including anticipated research data/information needed from
4. Measurable Outcome(s) and Process Objectives
5. Target Population
6. Evaluation Strategy
7. Expected Program Benefits
8. Estimated Cost of Program
9. Correlation to Identified Strategic Plan or College Goals (Please reference specific areas of such documents as *Visions 2010*, SACS reports, QEP Plan, etc.)
10. Collaboration (both internal and external)
11. Grant Team Names and Positions
12. Other Pertinent Information

Signature of Lead Faculty or Staff Member

Date

Signature of Supervising Dean

Date

**Brazosport College
Grant Administration Office
(979) 230-3313**

GRANT FILE CHECKLIST

Funder Name: _____

Funder Contact Info: _____

BC Project Director: _____

BC Contact Info: _____

Date of records submission: _____

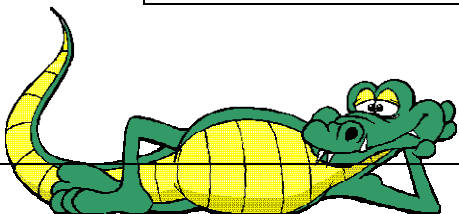
Each of Brazosport College's grant funded program is to have a complete centralized grant file maintained in the Grant Administration Office and must include the records listed below.

Program directors should organize their files based on the following categories and complete this form indicating the folder number that contains each type of documentation.

1. Pertinent funder's Rules & Regulations (Folder #__)
2. RFP and/or Federal Register announcement (Folder #__)
3. Correspondence file (Folder #__)
4. Draft narrative (Folder #__)
5. Budget notes (Folder #__)
6. Program and staff notes (Folder #__)
7. Final narrative & full application (Folder #__)
8. Final budget and related forms (Folder #__)
9. Original contracts & award letters (Folder #__)
10. Timeline chart and logic/outcome chart (Folder #__)
11. Quarterly & annual reports (Folder #__)
12. BC Annual internal review notes and reports (Folder #__)

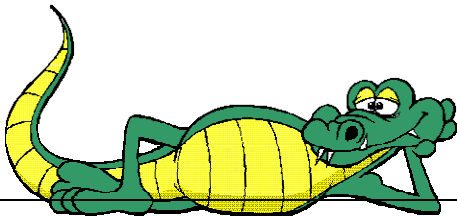
**Brazosport College
Gator Grant Application Form**

Submission date:			
Person(s) submitting this form:			
Has applicant(s) completed the Proposal Writing #101 workshop?	___ Yes	___ No	
Project title:			
Proposed project start date:		End date:	
Project description:			
Need statement:			



Brazosport College Gator Grant Application Form

Expected benefit(s):	
Measurable outcome:	<p><i>Example: By (insert date), (insert number) of participants will have (accomplished something or participated in a specific activity) as document by (insert the type of verification).</i></p>
Target population:	
Evaluation Strategy:	
Budget request:	<p style="text-align: center;"><i>Please include specific expenses, items to be purchased, etc.</i></p>

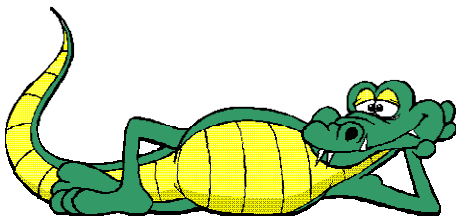


**Brazosport College
Gator Grant Application Form**

Applicant(s) signature:	
Supervising Dean's signature:	

FOR USE BY GRANT ADMINISTRATION OFFICE
Review committee members:
Reviewer comments:

Date: _____	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No
	Grant #: _____ Amount: \$ _____
	Final report due date:



Brazosport College Gator Grant Final Report Form

Project Title:	Grant #:
Project Description	
Dates of Project	
Measurable Outcome	
Evaluation	
Expense Summary	
Submitted by:	Date:
Signature of Supervising Dean:	Date:

