

Sullivan County Community College
Administrative Procedure
for
BOT Policy #3.38 Grants

Implements Board Policy: Grants

Responsible Office: Administrative Services/Finance

Last Revised:

Purpose and Authority

This procedure implements the Board of Trustees' Grants and other Funding Initiatives Policy 3.38 (the "Grants and External Funding Initiatives") and establishes the operational steps College employees must follow when developing, proposing, accepting, and administering grants and other externally funded initiatives. This procedure is issued under the authority delegated to the President or their designee by the Policy and may be revised by the President, or the President's designee, as needed provided it remains consistent with the Policy. Changes that require policy changes must be approved by the Board of Trustees.

All grant and funding initiative activity must comply with applicable federal, New York State, and County laws and regulations, the terms of the funding source, and applicable College and SUNY policy.

Scope

This procedure applies to all College departments, divisions, and employees who develop, submit, accept, or administer a grant, contract, or externally funded initiative on behalf of the College, regardless of funding source.

Roles and Responsibilities

- President: Holds ultimate administrative authority for grant and funding initiative activity and reports significant activity to the Board consistent with the Policy.
- Executive Council (EC): Reviews and approves proposals prior to submission for strategic alignment, institutional capacity, ensures fiscal and operational feasibility and post-award implementation readiness.
- Proposer / Project Lead: Initiates the proposal, completes required forms, coordinates the proposal, and leads implementation if funded.
- Finance Office: Reviews budgets, establishes budget codes, tracks expenses, and ensures financial reporting complies with funder and College requirements in collaboration with the Project Lead.

Pre-Submission Procedure

Prior to developing a full proposal and submitting a funding application, the proposer must complete the SCCC Pre-Submission/Grants and Funding Initiatives Form ("Form," Appendix A) and route it for review as follows:

1. The proposer completes the Form in its entirety,
2. Signatures and Routing. The completed Proposal Form is signed by the proposer and the department head/supervisor, then routed to the EC for review and approval.
3. EC Review. EC reviews the Proposal Form for approval or denial to move forward for submission. The proposer must not proceed with proposal development or submission until approval by EC. The approval or denial will be relayed by the Vice President for Administrative Services.

Proposal Naming

Approved proposals must be named using the following convention:

[Funding source]_[Year of application]_[amount requested]_[descriptive title].

Example: SUNY_2025_6480_Mental Health First Aid.

Proposal Submission and Approval

Following EC approval, the proposer finalizes the full proposal narrative, budget, and required attachments in coordination with the proposal development team and any external partners.

All proposals that would obligate the College, request external funding, or commit College resources must receive final approval and signature from the President (or designee) prior to submission to the funding agency.

The proposer is responsible for confirming compliance with the funding agency's application requirements and applicable federal, New York State, and County law prior to submission.

Post-Award Procedure

Upon notification of an award, the project lead must complete the following steps prior to incurring expenses or beginning implementation (Appendix B):

1. Resources and Roles. Identify any new tools needed for expense or program tracking, confirm all required departments and individuals are included on the grant team, and document roles and responsibilities for implementation, expense tracking, and reporting, including the grant's internal reporting structure.
2. Award Documentation. Establish documentation for tracking the grant award (e.g., within Jenzabar or another approved system) in coordination with the Finance Office.

3. Grant Team Orientation. Confirm the grant team has met and understands all grant requirements, including funder terms and conditions and applicable federal, New York State, and County compliance obligations.
4. Grant Schedule. Develop a grant schedule reflecting roles identified in Step 1 and the requirements identified in Step 3, including implementation dates and a reporting timeline. The schedule must be accessible to all grant team members.
5. Finance Check-In. Before incurring expenses, the project lead must check in with the Vice President of Administrative Services or their designee to confirm budget codes and procedures are in place to record and report expenditures in accordance with grant requirements.
6. Reporting Benchmarks. Establish the schedule and benchmarks for reporting to and updating the funding agency, incorporated into the grant schedule developed in Step 4.
7. Final Reporting Requirements. Identify the requirements for final reporting, the criteria defining the end of the grant period, how success will be measured, and the documents or reports required, incorporated into the grant schedule developed in Step 4.
8. Insurance. If any changes to campus operations, programs, or site expansion associated are associated with the award. The Vice President for Administrative Services will communicate with the College's insurance provider.

8. Financial Management and Compliance

All grant expenditures, budget modifications, and financial reporting must be processed through the Vice President for Administrative Services or their designee and comply with the funding source's terms and conditions and applicable federal, New York State, and County laws. The project lead is responsible for monitoring the grant budget and notifying the Vice President for Administrative Services or their designee of any anticipated variances.

Grant Closeout

At the conclusion of the grant period, the project lead, in coordination with the Finance Office, must ensure all final programmatic and financial reports are submitted by the funder's deadline, all funds are reconciled, and any equipment, records retention, or other close-out obligations under the award are fulfilled.

Forms and Appendices

- Appendix A: SCCC Pre-Proposal/Grants and Funding Initiatives Proposal Form
- Appendix B: SCCC Post Awards Form

Related Documents

Grants and Funding Initiatives Policy (Board of Trustees) – include link here

SCCC Grant and Funding Initiatives Form

Concept Proposal

1. Basic Information

1. Proposal / Project Name

2. Date Form Submitted

3. Proposer's Name and Department

4. RFP / Agency

(if identified at the time of submission)

5. RFP Deadline

6. Summary of Concept

Describe the concept in 2-3 sentences.

7. Planning Stage

Select one.

- ☐ Scoping
- ☐ Planning - Early Stages
- ☐ Plan in Development / Complete

8. Budget Review

Project funding amount or award cap.

9. Budget

Attach a separate Excel file with line items listed.

☐ Budget Excel file attached

10. Project Timeline

Project start and end date, with key actions.

2. Project Fit

Please answer "Yes" or "No" to the following questions.

11. Does the project support at least one goal in the SCCC Strategic Plan?

If yes, list the relevant strategic goals and 1-2 sentences on how the project will support the goals.

Yes ☐ No ☐

12. Does the project idea support a master plan, operational plan, ATD plan, or a recommendation from a program or administrative review or evaluation?

If yes, identify the plan and briefly explain how the idea supports it.

Yes ☐ No ☐

13. Is there an individual who has committed to lead the proposal development?

Yes ☐ No ☐

14. Has a team been named to assist and lead the proposal development?

If yes, list the team members.

Yes ☐ No ☐

If the above four questions were answered "Yes," please continue with this form. If any of the four questions above were answered "No," the concept form is not ready for submission at this time.

3. Project Concept

15. Issue

What is the issue/problem that the project/idea will address? Explain the extent of the problem and contributing factors, if known, including any gaps in services identified (e.g., college or program attrition, transfer obstacles, career entry barriers, etc.).

16. Target Populations and Needs

What is the targeted population for the project and what needs will the project address? Quantify if possible. (E.g., all students, all degree-seeking students; needs could be cognitive, social-emotional, etc.)

17. Solution

What is your project idea? What do you propose to do? Briefly describe the proposed solution (activities/methods) and key tasks required to develop and implement it. Attach project plan.

18. Deliverables / Targeted Participation Levels (Outputs)

Briefly describe tangible deliverables the project will produce, if applicable (e.g., new or revised programs, courses, materials or services), and targeted participation levels, if applicable.

19. Intended Outcomes

List key outcomes (changes in skills, knowledge, attitudes, behaviors anticipated for the targeted population). Where possible, specify type and level of change expected, for whom/how many, and timeframe.

20. Budget / Project Resources

What resources (e.g., personnel, equipment, supplies, consultants, travel, space) are needed and why? What will each item cost? Attach a separate Excel file with budget costs based on quotes.

21. Project Evaluation

How will the project be evaluated? Is an external evaluator needed?

22. Project Sustainability Plan

Briefly describe how the project will be sustained, or note if the project is capacity-building in nature and will not require resources (e.g., staffing, space) upon completion.

23. Proposal Development Team

List individuals who will assist with proposal development, and/or whom you would like to request be involved, if applicable or known at this time.

24. External Partners

List external partners that will be invited to contribute (or have committed to contribute) to proposal development and project implementation, if applicable. Are letters of support needed?

25. Insurance Needs

Does the grant or funding initiative involve any new programming, site expansion, or other concerns that may involve an update to the college's insurance?

4. Concept Proposal Signatures

Submitted by: _____

Signature: _____ Date: _____

Department Head: _____

Signature: _____ Date: _____

EC review with appropriate VP(s) approval

Name: _____

Signature: _____ Date: _____

Date reviewed by EC: _____

Please wait to move forward with the grant process until you hear back from the VP for Administrative Services office.

How to Name the Grant Proposal

[Funding source]_[Year of application]_[Amount requested]_[Descriptive title]

Example: A Mental Health First Aid funding initiative would be named: SUNY_2025_6480_Mental Health First Aid

Proposed File Name for This Grant

Post-Award Steps

For SCCC Grants / Funding Initiatives

Complete the following once a grant or funding initiative has been awarded.

1. Identify resources and clearly define roles.

Are there new tools needed for tracking expenses or program management? Does your team include all the departments that need to be involved? Identify those roles and responsibilities. Is implementation, tracking, and reporting for the grant defined?

a) New tools needed

New tools: _____

b) Departments and individuals involved, along with roles and responsibilities

c) Implementation, expense tracking and reporting requirements, and grant structure in terms of who reports to whom

2. What is the documentation (Jenzabar? Excel? Banner?) for tracking the grant award?

3. Has the grant team met and do they understand the grant requirements?

Yes ☐ No ☐

4. What is the grant schedule?

The schedule should reflect all notes from Step 1 and grant requirements from Step 3, and include implementation dates and a timeline of reporting. It should be accessible by all grant team members.

5. Before expenses are incurred, check in with Finance

To ensure that all is in order to record correctly and report funds in step with the grant requirements.

☐ Confirmed with Finance

6. What is the benchmark for reporting and updating the funding agent?

This should be included in the Step 4 schedule.

7. What are the final requirements for final reporting?

What defines the end of the grant period? How is success being measured? What documents or reports will be needed? Include this schedule in Step 4.

8. Are there new budget codes needed for the project?

Payroll, expenses, revenue.

9. Has the insurance been informed of any changes to campus/programs?

Yes ☐ No ☐