



**COMPTON COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE REGULATIONS**

AR 3280 Grant Applications

Issued: December 15, 2009

Revised: November 21, 2017

Revised: March 17, 2020

Reference:

Education Code Section 70902

Board Policy 3280 - Grants

Grant applications must be approved by the President/Chief Executive Officer before submission to a funding agency.

Prior to applying for a new grant or a substantial change in a renewal grant, the Division, Department, Program, faculty member or classified staff must prepare a grant proposal that includes the following information:

- A brief description of the project and the opportunity, problem or need that the grant proposes to address;
- Discuss how the proposed project supports the District's mission and/or strategic initiatives.
- The amount being requested and the funding source;
- Impact on the General Fund – Is there a district match and/or are indirect costs supported;
- Plans, if required and/or desired for institutionalization;
- Any space and/or other facilities requirements in the proposal;
- Amount of staff time, including reassigned time, required in the grant proposal including proposed project manager; and
- Anticipated impact on all other college offices, such as Institutional Effectiveness, Information Technology Services, Business Office, and Human Resources.

The grant proposal must be promptly submitted to the appropriate Vice President for review and approval prior to moving forward.

Once the grant application is approved, an information item will be prepared for the Board of Trustees. When notification of a grant award is received, the Project Manager shall prepare a Board of Trustees agenda item requesting acceptance of funding.