

Director Procedure Number: DG123

Title: Grants

Section: Finances

GRANTS

Purpose

EASTERN engages in a wide variety of programs and projects which are supported by grants and contracts from external agencies and organizations. Grant-funded projects are essential vehicles to enable EASTERN to respond to institutional and student needs and strategic priorities and keep EASTERN current with emerging best practices in career and technical education and service to diverse student populations. Grant-funded projects provide EASTERN with resources to create and expand innovative programs and services, design and enhance curricula, develop faculty and staff capabilities, and ultimately assist EASTERN in realizing its mission.

As grant awards are made to EASTERN and not to an individual, EASTERN shall be responsible for the project and for fulfilling the sponsor's requirements. Each grant shall be treated by EASTERN as a specification of obligations that require accountability for expenditures, program deliverables, and evidence of performance outcomes in accordance with the intentions and guidelines of the funder.

This section presents the principles and processes to guide the effective development of competitive grant proposals that respond to the needs and strategic priorities of EASTERN, ensure programmatic efficacy and efficiency, and ensure sound financial management and administration of grants and contracts. These procedures require coordination of both the pre-award (Grants Development) and post-award (Grants Management) functions and processes.

Preparation and Submission of Grant Proposals

All officially authorized grants submitted to funding agencies by EASTERN shall be aligned with the mission, vision, and strategic goals of the school. An effective grant proposal shall include a collaborative planning process and demonstrate a clear match between EASTERN's goals and priorities and a grant program's requirements.

1. Decisions to Pursue a Grant

Ideas for grant proposals can come from many sources including faculty, staff, students, parents, Joint Operating Committee members, and/or advisory committee members. Preparation of grant proposals must consider the complexity of the proposal, timing with other grant and work projects, and other factors. Small teams consisting, at a minimum, of the Business Manager and another Administrator shall develop grant proposals. The Business Manager will support the budget development while the other Administrator, hereby named Lead Grant Administrator, will take the lead on reviewing the grant requirements, developing a grant proposal, and monitoring implementation.

As a general rule, the following positions will serve as the Lead Grant Administrator based on the focus of the grant opportunity:

- Assistant Director: Perkins, Equipment Grants, Dual Credit, and any grant related to programming.
- CTE Supervisor: Mental Health, Safety and Security, and any grants related to student services and/or school safety.
- Practical Nursing Coordinator: post-secondary education, nursing, and any grants related to the program.
- Business Manager: Facilities
- IT Manager: E-rate, technology, cybersecurity, and any grant directly related to technology infrastructure.

To guide the decision process prior to engaging in a proposal development project, the Lead Administrator shall gather information about:

- The purpose of the project and how it promotes EASTERN's goals.
- The available funding amount.
- Matching funds requirements.
- EASTERN's competitive position for the grant.
- Need for new staff and/or modified responsibilities for existing staff.
- An assessment of the true costs of the grant project in terms of institutional resources, dollars, and time.
- Time and support needed to complete the grant.
- Space and equipment required for the project.

The Lead Administrator shall e-mail this information for review through the Executive Director and Business Manager for discussion/questions and early approval or decision to pass on the grant opportunity. When a decision is made to pursue the grant, the Executive Director will inform the Joint Operating Committee of the intent to pursue the grant and provide relevant information, including the purpose of the grant, how it will support EASTERN's mission, the amount of funds requested and any immediate or long-term costs or liabilities to EASTERN associated with acceptance of the grant. All grant informational items and approvals shall be submitted under Facilities and Financial Affairs.

2. Proposal Preparation

The Lead Administrator shall play a major role, but not the only role, in the proposal development process. At the beginning of a proposal design, the Lead Administrator shall set up, with agreement of the Business Manager and Executive Director, a set of internal deadlines

and division of responsibilities. The Lead Administrator shall analyze the grant announcement/funder guidelines and may participate in any or all of these activities:

- Research funding sources.
- Facilitate project planning meetings.
- Write all or parts of the grant proposal.
- Edit documents.

For all proposals, the Business Manager shall:

- Provide budgetary assistance and review and approve all final proposal budgets

For all proposals, the Lead Administrator shall

- Assemble the final proposal package for submission.

3. Budgets

In general, budgets for grants shall be expected to cover all direct costs incurred by the proposed program, including appropriate salary/wage levels and fringe benefits for staff hired under the grant. Each grant program has its own budgetary requirements, and the Business Manager shall assist and guide the Lead Administrator in developing the project budget. Budgets shall be based on current and projected costs, using up-to-date quotes for equipment purchases. At the discretion of the Executive Director, EASTERN may choose to contribute in-kind service and/or other resources to a proposed project.

Employee benefits for personnel funded through grants shall be provided as required by the applicable policies and regulations of the Commonwealth of Pennsylvania. The fringe benefit rate charged to grants shall reflect the prevailing rate as determined by the Commonwealth of Pennsylvania.

4. Final Proposal Review and Submission

Prior to submission to the funding agency, the Lead Administrator shall conduct a final review of the proposal for consistency and appropriateness with regard to budget, personnel, institutional mission, and project design as well as for quality of presentation.

The Lead Administrator shall present the proposal to the Executive Director and Business Manager.

The Lead Administrator shall compile the full proposal package, including cover letter, attachments, assurances, and other required materials, and ensure that the proposal is submitted sufficiently in advance to be received on time by the funder. The Lead Administrator shall also be responsible for electronic submission of all grant proposals that must be submitted electronically.

The Executive Director shall inform the JOC of the official response to all grant proposal applications. When grant proposals are approved by the funder, the Joint Committee shall act

upon the request for acceptance of the grant and authorization to implement the grant provisions.

Management of Grant-Funded Projects

All grant-funded projects shall be managed in adherence with EASTERN's fiscal and personnel policies, applicable federal or State regulations, and the requirements of the funder. The Lead Administrator is responsible for achieving project activity and fiscal outcomes, meeting project timelines and reporting deadlines, and ensuring the budget expenditures are appropriate. This includes ensuring purchase requisitions are submitted to the business office, monitoring of budgeted versus actual expenses, and ensuring program reports and fiscal reports are submitted in a timely manner. The Lead Administrator is expected to ensure that all grant funding is spent to maximize the impact of the grant on the school's mission. The Business Manager shall support the Lead Administrator to achieve budget control. The Business Manager shall also oversee fiscal management activities for all grants, including developing and setting up budgets in the grants accounting system, tracking purchasing activity and overall grant spend-down, handling invoicing and drawdowns, and preparing fiscal reports for the funder.

Sustainability of Grant Activities

EASTERN shall pursue grants for the purpose of developing and demonstrating effective programs or practices that can be scaled as needed and sustained beyond the grant period. No grant-funded activity, staff position, or other cost shall be ensured of continuation or institutionalization beyond the grant period. As grants approach close-out, effective practices shall be identified and supported by data. Costs to sustain grant-funded programs/practices shall be specified for inclusion in annual unit plans or departmental budget requests. Decisions shall be made within the annual budget process regarding the appropriate organizational structure to support grant-funded programs/practices and final approval of budget requests. The Lead Administrator shall work with the Executive Director and Business Manager throughout these processes and support the administrative team as needed in facilitating decisions on sustaining costs for expiring grants.

Office of the Executive Director Procedure Checklist:

Grant Title:

Date:

Procedure	Description	Date Completed
Lead Grant Administrator emails a request to apply for the grant to the Executive Director and Business Manager with grant opportunity details.	<p>Grant Opportunity Details</p> <ul style="list-style-type: none"> The purpose of the project and how it promotes EASTERN's goals. The available funding amounts. Matching funds requirements. EASTERN's competitive position for the grant. Need for new staff and/or modified responsibilities for existing staff. An assessment of the true costs of the grant project in terms of institutional resources, dollars, and time. Time and support needed to complete the grant. Space and equipment required for the project. <p>Date approved/not approved by the Executive Director</p>	
	☐ Approved ☐ Not Approved _____ Initials	
Executive Director informs the Joint Operating Committee on intent to apply.	Grant opportunity details and intent to apply placed on the Information Section of Facilities and Financial Affairs for the next JOC meeting.	
Lead Grant Administrator submits to the Executive Director and Business Manager a set of internal deadlines and division of responsibility.	Lead Grant Administrator submits a list of internal deadlines and division of responsibility for the grant proposal to be approved by the Executive Director and Business Manager.	
Development of a grant budget.	Lead Grant Administrator works collaboratively with the Business Manager to develop a proposed project budget.	
Final Proposal Review and Submission	The Lead Grant Administrator submits the final grant proposal to the Executive Director and Business Manager for approval to submit.	
	☐ Approved ☐ Not Approved _____ Initials	
Grant Submission	The Lead Grant Administrator submits the grant proposal.	
The outcome of the grant proposal is presented to the JOC.	<p>If not awarded the grant, the Executive Director shall inform the JOC through the Information Section of Facilities and Financial Affairs.</p> <p>If awarded the grant, the Executive Director shall request the JOC accept the grant and authorize EASTERN to implement the grant provisions through a motion under Facilities and Financial Affairs.</p>	