

CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS

AP 3280 GRANTS

Reference: Education Code Section 70902

Prior to applying for a grant, the Division, Department, Program, faculty, or staff member will, where possible:

1. Prepare a Grant Launch Proposal Concept Paper describing:
 - The opportunity, problem or need that the grant proposes to address;
 - A brief description of the project;
 - A brief summary of the objectives and activities of the project;
 - The funding source;
 - The amount being requested;
 - Required match, if any, and the proposed source for said match;
 - The time period of the project;
 - Partners or other outside personnel, if any, who will participate in the grant application process;
 - Amount of indirect costs that will be provided to the District; and
 - Any space and/or other facilities requirements in the proposal.
 - Anticipated time/workload required of personnel in support of competitive grant application and execution of the grant.

2. Submit the concept paper to, and obtain approval to proceed from, the appropriate Vice President.

If the Grant Launch Proposal cannot be prepared due to lack of time, the interested person shall, prior to applying for a grant, meet with the appropriate Vice President, make a verbal presentation regarding the grant, and receive verbal approval to proceed from said Vice President.

Upon approval of the final Grant Launch Proposal, the Board of Trustees shall be notified.

Upon notification of grant award, the Board of Trustees shall be notified.

Board Approved	12/07/10
Revised	07/16/13
Desk Review	04/03/17
Desk Review	10/14/19
Revised	05/16/23