

GRANTS AND EXTERNAL FUNDING SUPPORT

Policy Number: ADMIN-040

Responsible Department: Marketing and Advancement

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PURPOSE:

To provide guidelines governing grant applications and external funding proposals on behalf of CWI.

SCOPE:

Applies college-wide to the solicitation of external funding support through grants, contracts, fundraising events, subcontracts, collaboration agreements, corporate and foundation partnership programs, and other similar mechanisms. This policy also pertains to student clubs.

DEFINITIONS:

Donor: The contributor of a gift is referred to as the donor. The Donor's intent must be philanthropic or charitable. The primary beneficiary of a gift is the general population rather than the donor.

External Support: Anything of economic value provided by a third party for use in a project or other activity within CWI or conducted by CWI.

Grant: A grant, contract, cooperative agreement, sub grant, subcontract, consortium agreement, purchase order, or memorandum of understanding is an agreement formalizing the transfer of money or property from a sponsor in exchange for specified services (e.g., outreach, research, training, development, instruction), and will require specific deliverables such as documentation of itemized expenditures or technical reporting.

Gift: A "gift is the voluntary contribution of external support by a donor to CWI without any requirement for receipt of any economic or other tangible benefit in return beyond what any general member of the public would receive.

Sponsor: The awarding agency of a grant. A sponsor is often a governmental agency but could also be a private-sector organization. These awards often require the completion of programmatic objectives within a specific budget and time framework, places restrictions on the use of funds and retains the right to revoke the award or to withhold payment for non-compliance, requires regular financial reports on the use of the funds, and/or status reports or detailed invoices, requires that any unused funds be returned, imposes penalties, and/or revokes the award for failure to meet the terms of the award and participates in determining the work to be performed or services to be provided on the project.

POLICY

This policy governs all external funding support requests for CWI and programs and is managed by the Marketing and Advancement Department. In all cases, external funding must be processed by the Marketing and Advancement Department.

GUIDELINES

All grant and external support requests must be evaluated and requested by the Marketing and Advancement Department and follow the established grant development process that can be found at:

https://mycwi.cc/college_resources/foundation_alum/grant_office/Pages/default.aspx

Grants and external funding support requests will be evaluated and approved or recommended for approval by the CWI Grants Committee (if applicable). The purpose of CWI's Grants Committee is to promote awareness of grant availability through CWI's departments and encourage faculty and department heads to apply for grants. This committee will review, discuss, and approve or recommend for approval grant and external support opportunities being considered within CWI. The Committee will review each opportunity and determine viability and alignment with CWI's mission, programs and initiatives.

If awarded, all reporting and subsequent requests for grants and external support will be submitted by the Marketing and Advancement Department.