
**Kern Community College District
Administrative Procedures
Chapter 3 – General Institution**

AP 3280 Grants

References:

Education Code Section 70902

Note: This procedure is **legally advised**.

- 1) Prior to the development (writing) of, or partnering on a grant application:
 - a. Complete the Grant Notification Intent to Apply Form [Appendix 3280];
 - b. Obtain appropriate College signatures in the event it is a 10+1 matter, and
 - c. Forward the Grant Notification of Intent to Apply Form to the District Vice Chancellor, Educational Services' the grants office, Vice Chancellor, Human Resources, Vice Chancellor, Operations, Chief Financial Officer, and Chancellor via email (pdf) for review followed up by a hardcopy for signature.

- 2) The intent of the Grant Notification Intent to Apply procedure is to inform all of the stakeholders as early in the process as possible, prior to contacting a grant writer but not later than 30-days prior to the grant submission date unless warranted by compelling justification.

- 3) Not less than one week (7 calendar days) prior to submission, or earlier, the Grant Approval to Submit Routing Sheet [Appendix 3280] must have been signed by the College President, or designee, the Vice Chancellors, KCCD Chief Business Officer and arrive the Chancellor or designee's office.

- 4) The grant application may be submitted to the granting agency upon completion of the Grant Approval to Submit Routing Sheet [Appendix 3280] by the appropriate parties. Approval to submit is conferred by the signature of the Chancellor or designee.

- 5) Notification of approval of the grant by the granting agency initiates submission of the following items to the District Vice Chancellor, Educational Services' Office:
 - a. Kern Community College District Request for Board Action
 - b. Grant Approval to Submit Routing Sheet, Appendix 3280
 - c. Grant Notification Intent to Apply form Appendix 3280
 - d. Grant application.