

Grant Policy

POLICY: Grant			
POLICY NUMBER:	400.02	CUSTODIAN:	Special Projects Director
APV'D DATE:	4/20/2021		
EFFECTIVE DATE:	4/20/2021	REVIEW DATE:	2/2021
REFERENCES: Finance Policies, Fundraising Policy, Human Resource Policies, White Earth Reservation Research Review Board and Research Code			

Part 1. Policy Background and Purpose.

It is the purpose of the Grant Policy is to enhance communication within White Earth Tribal and Community College (WETCC), align the strategic goals of WETCC, ensure proper oversight of all funds appropriated, minimize the risk of non-compliance with grant requirements, and ensure proper administration and accounting of all grants on behalf of WETCC.

Part 2. Definitions.

Administrative costs include, but are not limited to: indirect costs, overhead, and administrative functions required of the grant including human resources and accounting functions.

The Fiscal Agent is the organization or agency responsible to track funds associated with a grant.

Grant is an award of financial assistance in the form of money or property by a funding source including the federal government, state government, other local governments, non-profit agencies, and private businesses or citizens.

Grant Application includes grants where WETCC is the fiscal agent and any grants where WETCC is a sub-awardee.

Granting Agency is the agency awarding grant funds to WETCC.

A Grant Manager will be specified prior to any grant application. The Grant Manager will be the staff member who assumes responsibility for the grant application submission, administering of any grant awarded, reporting requirements, and adherence to this policy. The Grant Manager shall be a WETCC Cabinet Member.

Sub-recipient and Sub-awardee shall be used synonymously.

Part 3. Responsibility.

The Grant Manager will be responsible to ensure the proposal aligns with WETCC strategic plan and the grant criteria can be met including grant objectives, monitoring, reporting, any matching funds required, and meeting applicable due dates for any grant that WETCC is a fiscal agent.

The Grant Manager is responsible to route the Preliminary Grant Application Form with the entire RFP prior to starting any work on a grant application.

Within seven (7) days the Special Projects Director will review the Preliminary Grant Application Form. The Special Projects Director will review the entire RFP and confirm the proposed concept aligns with the WETCC Mission and current strategic plan. The Special Projects Director will provide support, guidance, comments and/or suggestions to the Grants Manager and route the form to the Finance Director.

The Finance Director will review the RFP for information impacting budget, specifically any financial implications, matching contributions required or administrative fees that can be captured. The form is routed to the President.

The President will review the information provided by the Grants Manager, Special Projects Director, and Finance Director and approve or deny proceeding with the grant application.

The Grant Manager is responsible to ensure any new positions created as a result of grant funding are aligned with the college mission and promotes student success. The Grant Manager is responsible to evaluate the new position for sustainability, longevity, and the potential outcomes with the creation of the new position. All submittals must be sent to COT 30 days prior to the grant due date, whenever possible.

After approval the grant can be written.

1. The Grant Manager is responsible to route the Final Grant Application Approval Form to allow sufficient time for administrative review. The form must be accompanied with the application in its entirety. Routing of the Final Grant Application Approval Form along with the completed grant application should be initiated with the Special Projects Director no less than seven (7) days before the due date.
2. The Special Projects Director will review the entire RFP and confirm the proposed concept aligns with the WETCC Mission and current strategic plan. The Special Projects Director will provide support, guidance, comments and/or suggestions to the Grants Manager and route the form to the Finance Director.
3. The Finance Director will review the RFP for information impacting budget, specifically any financial implications, matching contributions required or administrative fees that can be captured. The form is routed to the President.

4. The President will review the information provided by the Grants Manager, Special Projects Director, and Finance Director and approve or deny proceeding with the grant application.

If the routing is less than seven (7) days and a department does not have sufficient time to review, the President will assume the review responsibility and decide whether the application should be submitted.

The Grant Manager is responsible to maintain the official comprehensive Grant file containing all information pertaining to the grant. It is the Grant Manager's responsibility to ensure a complete copy of the entire grant file, including but not limited to: notice of funding available, application, budget, reporting filed, grant coversheet, and correspondence between Grant Manager and Granting Agency is uploaded in Teams under the correct file name.

The Grant Manager is responsible to project all initial and ongoing costs associated with a grant program including but not limited to: staff support, needed assistance for computer systems, office space, furniture, vehicles, office equipment, office supplies, computer software and hardware, and/or telephone charges.

The Grant Manager is responsible to notify affected departments of any grant requirements to ensure WETCC compliance.

The Director of Finance is responsible to assist with grant reporting with appropriate financial reports.

The WETCC President must sign all grant applications unless COT is specified by the granting agency.

All departments are responsible to ensure their applicable policies are in conformance to grant requirements.

Part 4. Policy.

Anyone considering the pursuit of a grant is responsible to complete and route the Preliminary Grant Application Form to appropriate personnel along with a copy of the grant announcement with sufficient time for review prior to starting work on a grant application, sub-award, or grant partnership with another agency.

Signatures of acknowledgement must be obtained from the Special Projects Director, Finance Director, and President before proceeding with the application.

The Grant Manager is encouraged to ask questions and enlist the assistance of other staff members while preparing a grant application.

The Grant Manager is responsible to submit the completed grant application to the Special Projects Director to allow at least seven (7) days to review prior to the scheduled submission date.

The Special Projects Director will review the entire grant application and submit comments, suggestions, and/or recommendations with their signature and route to the Finance Director.

The Finance Director will review the grant application with an emphasis on the budget. The Finance Director will ensure compliance with budgetary requirements and submit any comments, suggestions, and/or recommendations with their signature and route to the Special Projects Director and President.

The decision on whether to submit a grant application (including sub-award or grant partnership agreement) shall rest with the President. No grant will be submitted without the approval of WETCC President, as authorized by their signature on the Grant Approval Form. The decision of the President shall be final.

Any time WETCC is a sub-recipient or sub-awardee, the same policies and procedures shall apply as with a grant award to ensure funds are accounted for properly and WETCC obligations are met.

Any grant requiring matching funds must be available in the approved budget. Per Finance Policy, expenditures over \$5,000 require COT approval.

Administrative costs may be charged to a grant if allowed. No grant will be accepted that will incur administrative costs greater than the grant amount.

Any grant application submitted outside of this policy will not bind WETCC.