



Policy and Procedure The Grants Office of the Advancement Division

Overview

The mission of the grants office is to facilitate the pursuit of external funding to support key initiatives of Kentucky Wesleyan College. This will be accomplished by connecting the College's needs with the funding priorities of grant-making organizations including government agencies, foundations and corporations. To fulfill this mission, the grants office will provide the following assistance pre-award and post-award.

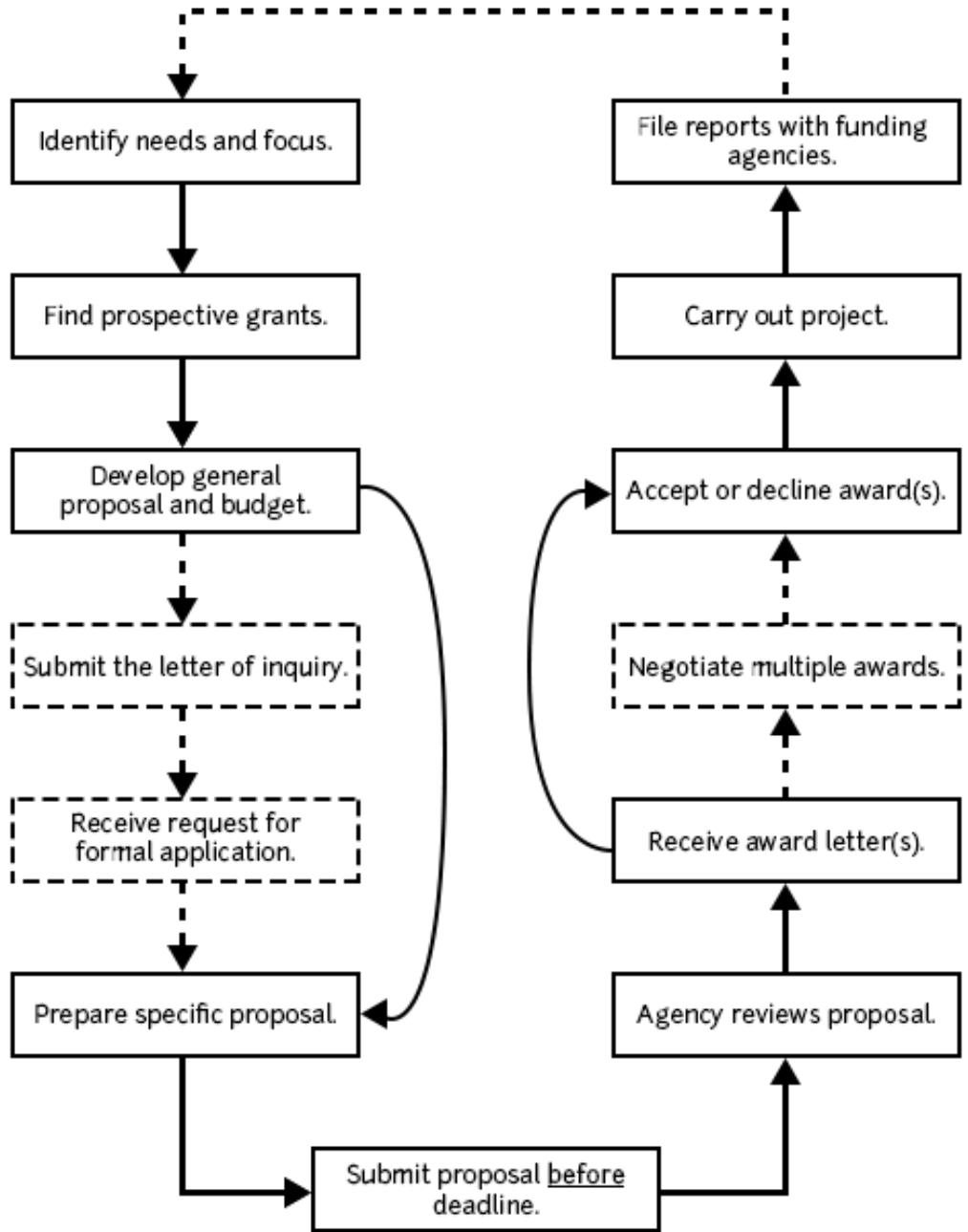
Pre-award support:

- Identify and educate staff/faculty about current grant opportunities.
- Cultivate relationships with grantors and foundations to enhance the process of funding procurement.
- Coordinate opportunities for professional development sessions related to external funding sources and grant writing.
- Provide grant application support including research, writing and coordination of submission requirements with support of the project lead, including the facilitation internal reviews of grants and proposals.
- Negotiate awards contractually on behalf of the College as the Authorized Organizational Representative (AOR) for federal grants.
- Facilitate or attend work group meetings to identify program need, funding specifications and application cycle.

Post-award support:

- Provide oversight to the administration of awarded grants and contracts to ensure compliance with applicable laws, regulations, contractual terms and other requirements specific to the funding source.
- Provide ongoing grant support including creating and submitting interim reports, communicating with project team members regarding grant management procedures, issues, or changes, recommendations for continued support, and final reporting (closeout).

Diagram 1. The Grant Writing Process



- - - - - Dashed lines indicate possible additional steps.

Source: <https://writingcenter.unc.edu/tips-and-tools/grant-proposals-or-give-me-the-money/>

Pre-Award Required Steps

	Task	Owner
1	Complete the Grant Intention Form and return it to the Grant Writer via scan/email to: Kelly.Flick@kwc.edu or deliver to the Grant Writer's office located in the Administration Building, Room 205.	Project Lead
2	Review the Grant Intention Form, determine feasibility, and forward onward for approval by the appropriate Cabinet member and VP of Advancement	Grant Writer
3	If approved, schedule strategy meeting to outline the goals, objectives, and outcomes. Develop the budget. (template provided)	Grant Writer & Project Lead
4	Begin writing grant with assistance from the project lead and other key players	Grant Writer & Project Lead
5	Distribute grant for proofreading.	Grant Writer
6	Finalize grant, send to appropriate Cabinet member and VP of Advancement for approval before submitting	Grant Writer
7	Submit grant	Grant Writer

Post-Award Policies & Procedures

	Task	Owner
1	Notification of grant award	Funding Agency
2	Notify project lead, VP of Advancement, and VP of Finance. Complete/submit signed grant agreement and other required documents to funder. Grant agreement will be signed by the VP of Advancement unless otherwise delegated to another individual.	Grant Writer
3	Because grants are inherently restricted funds, each grant will be assigned an account from which all expenses will be debited. Project Lead should confirm these accounts with the Business Office and share with Director of Advancement Services. Once funds are received, they will be processed by the Advancement Office and forwarded to the Business Office for deposit into the appropriate GL account. *	Grant Writer & Business Office
4	Schedule Kick-Off Meeting and then begin project	Grant Writer & Project Lead

5	Provide on-going grant management support including progress meetings, data collection, milestones, budget, and reporting.	Grant Writer
6	Provide reports to VP of Advancement prior to submitting. Submit upon approved.	Grant Writer
7	At conclusion of project, develop a final report.	Grant Writer & Project Lead
8	Provide final report and budget to VP of Advancement. Submit upon approval.	Grant Writer

Additional Information

Post Award Policy & Procedure, Step 3:

1. Check is delivered to the Advancement mailbox.
2. The Grant Writer is informed the check has arrived.
3. The Grant Writer informs the Project Lead that the check has arrived.
4. The Project Lead reaches out to the Business office and requests an account number to be assigned to the project/funding.
5. The Project Lead shares the account number with Advancement who then sends the check to the Business Office with the account number attached.

**Kentucky Wesleyan College
Grant Intention Form**

The purpose of this form is to ensure that grant applications undertaken by KWC staff and faculty represent the College's interest and priorities. Approved initiatives are subject to all KWC rules, policies, compliance regulations, and state and federal law. This form is aimed at protecting the use of KWC's name, brand, and logo, and ensuring that such initiatives are appropriately designed. This process is also valuable for tracking/donor management purposes, so donors are not approached multiple times for different KWC projects.

Requestor's Name: _____ Date Submitted: _____

Requestor's Email: _____ Requestor's Phone #: _____

Requestor's Dept: _____

Project Name: _____

Brief project description: _____

Who will benefit from the project? _____

Estimated cost of project: _____

Estimated time frame: Start Date _____ End Date _____

Please list any grants that you have identified for this project:

Requestor Signature & Date

Cabinet Officer & Date

Grant Writer & Date

VP of Advancement & Date

Budget Summary

Budget Item	Amount	In-Kind
Salaries		
Fringe Benefits		
Travel		
Operating Expenses		
Supplies		
Professional Services		
Other Charges		
Capital Outlay (equipment)		
Student Aid or Scholarships		
Training		
TOTAL COST OF PROJECT/GRANT REQUEST		

Budget Summary Detail

<i>Personnel Services</i>					
Title of Position	Name	Brief description of responsibilities	% of Time	Amount Requested	In-Kind
Total				\$	\$

Travel								
Location	Purpose	# Persons	Food	Lodging	Transp	Other	Amount Requested	In-Kind
Total							\$	\$

Operating Services		
Description	Amount	In-Kind
Printing/Reproduction		
Repairs		
Dues & Subscriptions		
Postage		
Computer software, licensing, & upgrades		
Other (insurance, rentals, maintenance, etc.)		
Total	\$	\$

Supplies		
Description	Amount	In-Kind
Office Supplies (pens, paper, folders, etc.)		
Operating Supplies		
Repair/Maintenance Supplies		
Meals for meetings/conferences		
Other		
Total	\$	\$

<i>Professional Services</i>			
Proposed Contractor	Description of Services	Amount	In-Kind
Total	\$	\$	

<i>Other Charges</i>		
Description	Amount	In-Kind
Required Fees		
Registration Fees		
Other		
Total	\$	\$

<i>Capital Expenses</i>					
Description	Make/Model	Unit Cost	Qty	Amount	In-Kind
Total				\$	\$

<i>Student Aid & Scholarships</i>		
Description	Amount	In-Kind
Scholarships		
Stipends		
Books & Supplies		
Total	\$	\$

<i>Participant Training</i>		
Description	Amount	In-Kind
Participant Scholarships/Stipends		
Participant Training		
Participant Training Travel		
Total	\$	\$

What to include in a grant narrative

PROJECT SUMMARY: Summarize in one or two sentences the purpose of the proposed project. A more detailed description will be completed under Project Scope.

PROJECT SCOPE: Clearly and concisely describe the proposed project. Be sure to answer the questions for each section below within the narrative:

- **NEED:** Use research to validate the need.
- **PROJECT ACTIVITIES:** What activities will be necessary tasks to complete the proposed project? Who will be responsible for doing what? How does the proposed project remedy the problem? Is the proposed project the most efficient, cost effective way of addressing those needs?
- **DELIVERABLES:** What are your intended outcomes of the project? How will you evaluate your success?

ADMINISTRATION: Who will carry out the project? What is his/her expertise? What is the project time line?