



Grants Office Policy & Procedure Manual 2026

Overview

The Grants Office at Kentucky Wesleyan College (KWC) supports the College's mission by securing external funding for academic programs, scholarships, and campus improvements. All grant-funded projects must comply with federal and state regulations, funder award terms, and established KWC policies and procedures.

This handbook provides guidance for implementing and managing grant awards. Its purpose is to help project leaders plan, carry out, and complete externally funded projects while maintaining full compliance with institutional policies and the requirements of private, state, and federal funding agencies. It also outlines expectations for accountability and responsibility in the management of grant resources. All personnel involved in grant administration are expected to read, understand, and follow these guidelines.

The handbook offers a clear overview of relevant policies, procedures, terminology, and regulations; however, it does not replace or modify any conditions established by a funding agency. KWC policies must be followed throughout the life of each grant to ensure transparency, accurate reporting, and responsible stewardship of funds.

The Grants Office provides support throughout the grant lifecycle, including identifying funding opportunities, preparing and submitting proposals, administering awards, ensuring compliance, and serving as the primary point of contact with funders.

Funding Opportunity Proposal Process

When a suitable funding opportunity is identified, the Grants Office will email interested parties the following materials for consideration:

- **Opportunity Summary and Announcement**
A summary outlining the funder's priorities, giving history, recommended request amount, key deadlines, and the full grant announcement.
- **Assistance Request Form (page 4)**
This form must be signed by the requester's Cabinet representative and presented to the Cabinet for a vote. The Cabinet may:

- deny the request,
 - approve it, and
 - determine the appropriate funding method (grant or KWC operating budget).
Once approved, the Cabinet Representative will provide the signed form to both the requester and the Grants Office.
- **Proposal Development Support**
Upon Cabinet approval, the Grants Office will assist with proposal preparation by providing institutional information and required legal documents. The requester is responsible for supplying all program-related materials, including the project description, timeline, budget, and any funder-required details.
 - **Submission**
The Grants Office will submit the complete proposal package to the funder and provide the requester with a receipt confirming submission.

Funding Opportunity Post-Award Process

Once formal award approval is received, the Grants Office will notify the requester, the appropriate Cabinet representative, and the Business Office.

- **Contract Review and Signatures**
The Grants Office will review the contract or agreement and is authorized to sign awards of \$50,000 or less. Awards exceeding \$50,000 require signatures from the President and/or the Vice President of Finance. Some funding sources may require a presidential signature regardless of the award amount.
- **Account Setup (pages 5-6)**
For new funders, the Grants Office will complete and submit the *Business Office New Fund Request Form* to obtain an account number for billing expenses. For existing funders, previously established account numbers will be confirmed as accurate.
- **Communication of Award Details**
The Grants Office will provide the requester with the assigned account number, a copy of the fully executed contract or agreement, the approved budget, and all reporting requirements. A full copy of the proposal will be provided upon request.
- **Grant Modifications**
Any grant modifications must be communicated to the Grants Office by the requester, who will coordinate all changes with the funder. Approved modifications will be documented and shared with both the requester and the Business Office.
- **Reporting and Reimbursement (Close Out)**
The Grants Office will collaborate with the requester and the Business Office to

prepare and submit all required reports. All reimbursement requests will be processed by the Grants Office using financial documentation supplied by the Business Office. Submission receipts will be forwarded to the Business Office along with all reimbursement materials.

Records Retention

The Grants Office, in coordination with the Business Office, follows an eight-year records retention schedule. All grant-related documents are securely stored within the Grants Office. If the Grants Office is ever dissolved, all records will be transferred to the Business Office for continued oversight and retention.

Annual Audits

KWC undergoes an annual independent audit conducted by a third-party auditing firm. Certain federal and state grants may also require separate or grant-specific audits to ensure compliance with funding regulations. When a funder mandates such an audit, the College will comply with all associated requirements.

**Project Assistance Request Form
2026**

The purpose of this form is to ensure that proposed projects support the best interests of the College and do not conflict with the priorities of the Capital Campaign. After completing the form, submit a copy to your Cabinet representative and to the Grants Office. The Cabinet representative will present the project at the next Cabinet meeting for approval and determine the appropriate funding source. Submit forms to the Grants Office at Kelly.Flick@kwc.edu.

Person Requesting Funding Assistance: _____

Email: _____ Phone: _____

Attach a brief description of the project, the purpose, and who will benefit.

Estimated cost of project: _____

Estimated start date: _____ Estimated completion date: _____

Requested by (signature)

Date

Cabinet Representative (signature)

Date

Date presented to Cabinet: _____ **Presenter:** _____

The Cabinet Voted to _____ **approve** _____ **disapprove**

The project will be implemented with:
_____ **Operating Budget** _____ **Grant Assistance** _____ **Corporate Sponsorship**

Instructions for the new Fund (GL Accounts) Request Form

Fund Name: This should be the fund name per the gift agreement or as donor states in equivalent documentation.

Fund Type:

- **(\$25,000 threshold met) Endowment Fund:** The College has received a total of \$25,000, whether from one donor or a donor group equal at or above \$25,000. A principal (corpus) fund account 30-3XXXX and an income account 30-4XXXX will be provided with the Fund Name listed as a part of the account. Additional accounts for the earnings income and expenditures will be set up at the time as well 22-3XXXX, 22-4XXXX, and 22-8XXXX.
- **(Below \$25,000 threshold) Endowment Fund:** The College will place the monies into a "Pending account" and the monies will not be sent to the pooled endowment fund to be invested until the stipulated \$25,000 threshold has been received and posted by the Business Office. Therefore, it should be noted in the Agreement that interest (earnings) will not be applicable to the endowment fund until the threshold is met. Monies will be placed in 21-4XXXX until the threshold is met. Once the Endowment Fund is fully funded, the Business Office will establish the Fund accounts as listed above. The Advancement Office must transfer the monies from the pending account to the endowment income account given within their records and send the transfer to Business Office to move monies to the endowment. The original Fund should never be renamed or replaced within the Advancement Raiser's Edge (RE) Software since this would cause issues with non-reconciling items with the Business Office and historical referencing of data.
- **Agency Fund:** The College maintains the accounting records for the Agency. Examples are Institutional clubs, Greek Life, etc.
- **Restricted Gift Fund:** 3 Fund accounts are setup for a new Restricted Gift with the Fund Name listed as part of the account. A Fund balance 21-3XXXX, an income 21-4XXXX, and an expenditure 21-7XXXX. These monies are expended as the donor stipulated purposes are met.
- **Restricted Grant Gift:** Since Grants are restrictive in nature to a certain purpose, the setup of the accounts would be like the Restricted Gift Fund. A Fund balance 21-3XXXX, an income 21-4XXXX and an expenditure 21-7XXXX will be structured with the Grant name as part of the account.
- **Unrestricted Operating Gift Fund:** Gifts given by donors for which no donor restrictions have been placed. An Unrestricted Operating Gift Fund would have an income fund of 10-4XXXX.
- **Capital Project Gift Fund:** Gifts stipulated by donors to be used for Capital Projects shall be placed in the Restricted fund. A Fund balance 21-3XXXX, an income 21-4XXXX and an expenditure 21-7XXXX will be structured with the Capital Project name as part of the account.
- **Other:** Please speak with the Business Office should this need arise.

NOTE: Documentation supporting donor intent is required to establish an Endowment Fund, Pending Endowment Fund, Restricted Gift Fund, Restricted Grant Fund, Unrestricted Operating Gift Fund, and a Capital Project Gift Fund.

Responsible Org/Dept: The Responsible department is the College Department that has fiduciary responsibility for all of the activity within the fund. The College Department that has been designated the "Responsible Department" for the Fund is authorized to view all combinations used with that Fund.

Administrative Assessment Fee (Overhead): Donor has agreed to, in writing, as part of the agreement, that gifts established for the Fund will be charged the Administrative Assessment Fee.

Purpose of New Fund: Include a brief description of the New Fund- the purposes, sources of funding, expense categories expected, and/or any restrictions. Examples of purpose include financial aid, academic program, student activities, etc.

Requestor Information: Please clearly print/sign all information requested here.

Distributions: Please list other College Staff/Faculty to be notified of new fund number here.