

TOPIC:  
 Gifts, Bequests, and Grants - Procedures

Policy Number:  
 F2

The Board of Trustees is empowered to accept from any government or governmental agency, from any other public or private body and from any other source grants or contributions of money and/or property which the Board may use for or in aid of its mission and guiding values.

Increasing external funding to support the mission and guiding values of Cloud County Community College is vital to the operation of our programs. External funding provides an avenue for CCCC to attain a higher level of excellence that otherwise could not be achieved without the additional financial support.

GRANTS

The College encourages faculty and staff members to develop proposals for external grants for specific projects relating to their disciplines and to compensate and recognize those employees who are successful in receiving external grant funding. It is emphasized, however, that CCCC is a teaching institution and that grant activities should not interfere with instructional responsibilities. These proposals should be submitted through the proper institutional official as designated in the organizational flow chart. The President or his/her designee makes the final determination concerning requests less than \$25,000. The Board of Trustees must be notified before any grant application valued at \$25,000 or more is submitted. Acceptance of gifts or grants valued at \$25,000 or more require approval by the Board of Trustees.

College personnel must maintain institutional control of the administration of grant projects and not permit institutional activities to be threatened by the acquisition of contracts and grants. Staff and faculty undertaking research and publication through grants and contracts should balance their work so that all aspects of their job descriptions are met. The final measure of this balance is their job evaluations that are conducted annually.

Increasing external funding to support the mission and purposes of Cloud County Community College is vital to the operation of our programs. External funding provides an avenue for CCCC to attain a higher level of excellence that otherwise could not be achieved.

The College will consider additional compensation for those employees who are successful in receiving external grant funding.

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### Acceptable Grant Sources

Any local, state, federal, or private grant sources are eligible. However, the funding source and RFP must be approved ahead of the application and must promote and enhance the mission and purposes of the college and respective program.

### Eligible Grant Applicants:

Any CCCC employee (full or part-time) is eligible to submit a potential grant proposal. However, Deans, Vice Presidents and the President are excluded from receipt of compensation related to grant award.

### Approval of Submission of Proposal

No grant application may be submitted by an employee(s) on behalf of Cloud County Community College without the approval of the College President. Applicants must complete a "Grant Incentive and/or Gift Acceptance Application" to be submitted to the Executive Director of the Foundation or respective Vice President for review. Grant applications meeting the institutional criteria for submission will be forwarded to the College President for final approval.

### Submission Date

Grant proposals may be submitted for review and approval at any time during the fiscal year. A copy of the grant information should accompany the Grant Incentive Program Application.

### Non-Eligible Grants

Grants which the institution receives on an annual basis, such as "entitlement" or "block" grants" or "operating grants" are not eligible for compensation. Examples include Adult Education Grants, Perkins Funding, State Technology Grants, etc. Also, grants submitted by the institution through the use of a consulting firm, such as Title III or TRiO, are not eligible for compensation.

### Level of Recognition/Compensation

Compensation for the employee(s) will be determined based on the amount of funding the College receives from the approved grant. In the case of a multi-year grant, the yearly grant amount will be utilized to determine the level of compensation the employee(s) will receive each year. If the grant is co-written, the funding will be divided equally among the individuals submitting the grant, unless the individuals have

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previously made an agreement for compensation based on their level of participation in the grant writing activities.

The level of compensation is as follows:

<u>Amount of Grant Received</u>	<u>Level of Compensation</u>
Below \$5,000	10% of total received
\$5,001 - \$10,000	\$750
\$10,001 - \$20,000	\$1,250
\$20,001 - \$50,000	\$1,750
\$50,001 - \$75,000	\$2,250
\$75,001 - \$100,000	\$2,750
\$100,001 - \$250,000	\$3,500
\$250,001 - \$400,000	\$4,250
\$400,001 - \$500,000	\$5,000
\$500,001 +	1% of total received

Compensation Guidelines

Compensation will be distributed to the employee on the first pay period following receipt of the grant funding. On multi-year grants, funding will be distributed during the first pay period each year following receipt of the yearly grant funding. Compensation may be divided equally between multiple employees or groups who collaborated to write a grant proposal.

**BEQUESTS & GIFTS**

The College encourages faculty and staff members to develop relationships with business, industry and college supporters relating to their disciplines. It is emphasized, however, that CCC is a teaching institution and that such activities should not interfere with instructional and other job responsibilities. Requests for acceptance of gifts and bequests, including information on how acceptance will impact curriculum delivery and college operations, should be submitted through the proper institutional official as designated in the organizational flow chart. The President or his/her designee makes the final determination concerning requests for acceptance of gifts less than \$25,000. Acceptance of gifts valued at \$25,000 or more require approval by the Board of Trustees.

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College personnel must maintain institutional control of the administration of projects related to the gift or bequest and not permit institutional activities to be threatened by stipulations of the gift. The projected impact to general operations of the college must be considered and stated on the grant and/or gift acceptance application for review by administration prior to acceptance of the gift, bequest or grant.

No gift may be accepted by an employee(s) on behalf of Cloud County Community College without the approval of the College President. Employees requesting acceptance of a gift must complete a “Grant Incentive and/or Gift Acceptance Application” to be submitted to the Executive Director of the Foundation or respective Vice President for review. Gift acceptance applications meeting the institutional criteria for submission will be forwarded to the College President for final approval.

No compensation will be awarded to an employee for securing or gaining approval for gifts or bequests.

**GRATUITY**

The college will follow all State and Federal guidelines for gratuity acceptance for programs funded by Federal award.

Gratuity is defined as a gift, refund, or discount in any form from vendors given in return for a favor or service rendered as a result of business transactions with the college. The college will follow all guidelines of the Federal awarding agency or pass-through entity concerning gratuities. The college will follow the same policies and procedures for handling gratuities associated with Federal award funds unless otherwise stipulated in State or Federal statute. The college will provide, in writing, to the Federal awarding agency or pass-through entity any and all violations of Federal law involving gratuity violations potentially affecting the Federal award.

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