

North Hennepin Community College

Policy/Procedure Information

Number: 7.7

Name: Grant Procurement and Administration

Author: Policy Committee

Custodian: Policy Committee

Effective Date: August 26, 2013

Next Review Date: AY2017-2018

Regulatory Authority:

- Minnesota State Board Policy 7.7 – Gifts and Grants Acceptance
 - <http://www.minnstate.edu/board/policy/707.html>

Part 1. Policy Background

The leadership at North Hennepin Community College recognizes that grants from private organizations, foundations, and federal and local government agencies may provide important support for the mission of the College.

The North Hennepin Community College Grant Procurement and Administration Policy and Procedures regulate the administration and management of grants from application through completion. In keeping with the college's commitment to a culture of transparency in all of its activities, this Administrative Policy shall ensure that:

- A grant is consistent with the mission of the college and aligned with college goals and strategic priorities
- College participation in the activity funded by the grant is not prohibited by federal state or local law
- Grant documents, included completed applications and grantor compliance requirements are reviewed and approved before a grant application is submitted to a grantor
- The grant application is coordinated with other necessary college departments and requests to the same grantor
- The fiscal impact of the grant is assessed
- All grant spending and reporting requirements are followed

This policy does not apply to student financial aid grants administered by the financial aid office, Perkins Grants, or TRIO Grants.

Review Action	Date(s)
Campus Community Review Period	March 19 – April 2, 2013
Shared Governance Council Review	April 26, 2013
Labor/Management Meetings Review	MAPE – April 23, 2013 AFSCME – May 3, 2013 MMA – May 3, 2013
Student Senate Review	April 22, 2013
President Approval	May 6, 2013
Campus Community Dissemination	May 13, 2013

History

- New policy effective August 2013