

PIERPONT COMMUNITY & TECHNICAL COLLEGE
Grant Support and Coordination Committee

Purpose

The Grant Committee provides institutional support to those individuals seeking external funding, raises awareness of available grants and other funding opportunities, and offers guidance from conceptual development through project implementation and administration.

Scope

Faculty and staff are encouraged to seek external funding to support program development, instructional activities, student support, special projects, and other initiatives that benefit the College community.

A centralized and coordinated approach to the review, approval, submission, and management of grants, enhances the College's ability to secure external resources in support of its mission: provide accessible, responsive, comprehensive education that works.

Policy

This policy outlines the responsibilities of the Grant Committee, faculty, and staff to ensure all grant activities are strategically aligned to the College's mission and support one or more of the strategic pillars.

Committee Members

The grant committee includes representatives from the following areas and is coordinated by the Office of the President.

Finance: Chief Finance Officer and Director of Procurement.

Academic Affairs: Provost or designated representative, which may include director(s) or any other faculty or staff member(s).

Dean Representative: One Dean will serve for grant proposals of their respective school.

Workforce Education: Director of CCT, or designee.

Faculty Senate Representative: President or another member designated by the President.

Student Services: AVP or designated representative, which may include directors, registrar, or any other staff members.

Other ad hoc member(s) as appropriate for the type and location of the grant.

Functions of the Committee

1. Review proposals and offer feedback and support for the grant writers.
2. Ensure proposals align with the College's mission and vision.
3. Approve proposals for submission.
4. Monitor implementation and adherence to reporting requirements.

Eligibility

1. Proposals must benefit the institution and align with the College's mission and vision.
2. Proposals must be approved by the Grant Coordination Committee before writing and submission.
3. The individual(s) must agree to follow all institutional policies and procedures.

Proposal Criteria

1. Aligns with the College's overall vision and specific school or program goals.
2. Supports the strategic plan and priorities of the College.
3. Meets the intended purpose and objectives of the funding opportunity.
4. Includes all required elements for grant eligibility.
5. Outlines a sustainability plan for at least two years beyond the grant period, if applicable.
6. Contains accurate, reliable, and valid data.

Procedures for Institutional Proposals

1. **Idea Stage**
 - a. Complete an *Intent to Apply for Grant Funding* form.
 - b. Forward the form to grants@pierpont.edu
 - c. The committee will review the proposed project and determine if institutional endorsement is appropriate.
 - d. If the request is declined, the Committee will provide an explanation.
2. **Draft the proposal**

The individual(s) will complete all sections of the grant application to meet submission requirements.
3. **Proposal Review by Grant Committee**
 - a. Submit a final draft proposal to the Committee at least two weeks prior to grant submission deadline.
 - b. The Committee will review and provide feedback. If revisions are needed, complete before proceeding.
 - c. Once finalized, obtain necessary signatures and submit the grant.
4. **Award Notification**
 - a. Email award notification to grants@pierpont.edu (*Note: Grants are awarded to the institution not an individual or program.*)
5. **Grant Implementation**
 - a. The individual(s), program, or school will implement the grant under the supervision of their supervisor.
 - b. Maintain accurate documentation of implementation progress.
 - c. Track and meet all reporting deadlines.
 - d. The committee will conduct quarterly reviews with grant lead until grant period ends.
 - e. Once per year, the grant lead will complete a *Grant Implementation Status Report* form and present it to the Board of Governors.
 - f. The grant lead will complete and submit all required documents and reports during and at the conclusion of the grant period, as required by the funding agency.
 - g. The committee will approve the final report and coordinate grant close-out with the Offices of the President and Finance & Administration.

Grant Repository

A centralized repository of all grant proposals and awards will be maintained.

Press Release

All awarded grants will be publicly announced through appropriate media channels, as determined by the Office of Marketing & Communications.

Supporting Resource

West Virginia Grant Resource Center – offers tools, training, and guidance to support the development of competitive grant applications.

<https://wvgrantcenters.com>

Declaration of Intent to Apply for Funding

Institutional approval is required prior to submitting any grant application. This applies to all funding sources, including but not limited to federal and state agencies, WVCTCS Advance and Technical Program Development, and private foundations and organizations.

Application Process

Step 1: Complete an *Intent to Apply for Grant Funding* form and email to grants@pierpont.edu

Step 2: The Grant Support and Coordination Committee will review the proposed project and determine if institutional endorsement is appropriate.

Step 3: If the request is declined, the Committee will provide an explanation.

Project Information

Project Lead:

Program/Department:

Proposed Grant Title:

Project Timeline:

Grant Submission Deadline:

Strategic Plan Alignment

Briefly describe how this project supports the college's strategic pillars.

Abstract of Proposed Project

Summarize the purpose, goals, and intended outcomes of the project.

Funding Details

Amount of Funding Request:

☐ *I have not yet identified a potential funding source and would like assistance.*

Funding Agency:

Matching/Cost Share

Will this project require matching or cost share?

☐ Yes ☐ No

If yes, indicate type(s):

☐ Dollar-for-Dollar ☐ In-Kind ☐ Facility Match ☐ Personnel Match

Source(s) to Meet Match Obligation:

Institutional Research (IR) Support

Will assistance from Institutional Research be required to compile data?

☐ Yes ☐ No

If yes, have you contacted IR to confirm feasibility within the grant application timeline?

☐ Yes ☐ No

Sustainability Plan

If this is not a one-time project, describe your plan for sustaining the project after grant period ends.

Grant Implementation Status Report Pierpont Community & Technical College

Project Information

- **Grant Title:**
 - **Funding Agency:**
 - **Project Timeline:**
 - **Project Lead:**
 - **Strategic Plan Alignment:**
(Briefly describe how the grant supports the college's strategic pillars.)
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Executive Summary

- **Project Overview:**
(Summarize the purpose, goals, and intended outcomes of the project.)
 - **Overall Status:**
☐ On Track ☐ Delayed ☐ Ahead of Schedule
 - **Key Achievements & Challenges:**
(Highlight major successes, unexpected outcomes, and any significant challenges.)
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Budget & Expenditures

- **Total Grant Award:**
 - **Amount Spent to Date:**
 - **Grant Liquidation Deadline:**
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Monitoring & Evaluation

- **Progress Tracking:**
(Describe methods used to monitor implementation.)
- **Key Performance Indicators (KPIs):**
(List measurable outcomes or benchmarks being tracked.)

Stakeholder Engagement

- **Partners & Collaborators:**
(List key internal and external stakeholders.)
- **Communication & Outreach:**
(Outline stakeholder engagement and project promotion activities.)

Sustainability

- **Post-Grant Sustainability Plan:**
(Is there a plan for continuing the project after grant funding ends? Indicate areas such as staffing, programming, or infrastructure.)

Next Steps

(Outline immediate next actions, short-term priorities, and any support needed from college leadership.)
