

**Williamsburg Technical College  
PROCEDURE**

**SECTION F – DEVELOPMENT AND PUBLIC RELATIONS**

Title <b>EXTERNALLY-FUNDED PROJECTS</b>	Number <b>F-9.1</b>
Division of Responsibility <b>President – Development and Public Relations</b>	Approval Date Page <b>1/21/2021 1 of 4</b>
Approval Vice President _____  President _____	Supersedes Procedures No. <b>F-9.1</b> Date <b>5/24/10</b>

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**I. DEFINITIONS**

Special projects are those projects funded from sources other than normal state and county appropriations. These revenues may come from federal, state, county, or municipal governments and/or private sources. They usually result from a proposal submitted by the College and are awarded in the form of a grant, contract, or donation. Use of the awarded funds is constrained by the terms of the award both as to method of expenditure and period of availability. Development of a special project proposal always requires commitment of faculty and staff time and generally requires commitment of institutional funds, equipment, and space.

**II. PROPOSAL DEVELOPMENT**

**A. New Projects**

Once the President has approved the special project, it is the duty of the Grants Administrator to develop a viable proposal for new projects, working in concert and coordination with affected college faculty and staff. The actual writing of a proposal will vary according to funding agency requirements, but will be the responsibility of the grants writer.

**B. Continuation Projects**

The grants write will normally be responsible for completing the application. The grants writer will be responsible for editing and compiling statistical data. The budget is jointly prepared by the grants writer and Vice President for Administration and Finance. The President must approve all budgets and applications.

**III. THE PROPOSAL**

The proposal is the official document used to apply for special project funds. The parts of the proposal may vary according to the requirements of the funding agency but generally consist of an application, a narrative, and a budget. Supportive information is sometimes shown in an appendix. The funding agency's final decision to approve or disapprove an award is based upon the contents of the proposal. Therefore, this document must be comprehensive and of the highest quality.

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A. Proposals from faculty or staff should include the following:

- (1) An explanation - What is the project?
- (2) A justification - Why is the project worth funding?
- (3) A methodology - How will the project be implemented?
- (4) An evaluation - How will the funding agency know that the project has been successfully completed?
- (5) Negotiating with funding agency officials on the final details of project compliance for continuation grants.

**IV. RESPONSIBILITIES**

- A. The President of the College is the only official who may legally accept a special project award. The President is legally responsible to the funding agency for the fulfillment of all contractual obligations pertaining to the awarded funds. The Vice President for Administration and Finance acts as the President's agent in administering these responsibilities.
- B. The Grants Administrator implements and manages the project. The Vice President for Administration and Finance is responsible for all fiscal records and management of awarded funds. A summary of these responsibilities by area follows:

**1. The Grants Administrator**

- a. Identification of funding sources.
- b. Obtaining program information.
- c. Maintaining a current special projects file.
- d. Disseminating special project information to College personnel.
- e. Assisting the Grants Administrator in developing a narrative and budget.
- f. Editing the proposal for conformity to funding agency requirements.
- g. Submitting the completed proposal to the funding agency.
- h. Informing the Chief Business Officer of all fiscal requirements.
- i. Monitoring the establishment of adequate accounting records and procedures.
- j. Negotiating with funding agency officials on the final details of project compliance for new grants.
- k. Maintaining official special project administrative files.
- l. Monitoring the submission of all special project progress and fiscal reports.
- m. Keeping the President informed on special project progress.

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**3. The Vice President for Administration and Finance**

- a. Establishing adequate accounting procedures as required by the funding agency.
- b. Maintaining current records of all project fiscal transactions.
- c. Requisitioning and disbursing all project funds.
- d. Submitting all official special project fiscal reports.
- e. Clearing all contacts with the funding agency through the President.

**V. Administration of Special Projects**

- A. The announcement of the funding of a proposal is made by a Notice of Grant Award. This award is made to the College and not to an individual. The notice is sent to the President, who formally accepts the award on behalf of the College. The Notice of Grant Award sets forth the amount of the award, the beginning and ending dates of the project, the budget period, and any special terms or constraints. The President forwards the Notice of Grant Award to the Business Office and respective division head as authorization to implement the project.
- B. Upon acceptance of the award, the Grants Administrator and the Vice President for Administration and Finance will meet to set up procedures for fiscal and physical management of the project. The procedures include:
  - 1. Placement of the awarded revenue in a restricted account.
  - 2. Establishment of an internal budget with account codes to comply with funding agency requirements.
  - 3. Requests for reimbursement of expended funds are a function of the Business Office.
  - 4. A review of special terms, reporting dates, check points, and constraints placed upon project management.
- C. In case a question arises as to interpretation of project guidelines, the Project Director, with approval of the division head, will contact the funding agency for clarification. The President will make the final decision since the President is legally accountable.

**VI. Administrative Outline**

- A. Upon receipt of a Notice of Grant Award, the principal parties will meet to establish fiscal and project management procedures.
- B. The Project Director will initiate implementation of the project.
- C. The principal parties will meet monthly to assess progress.
- D. The Project Director, through his/her division head, will make a monthly progress report to the President, or as requested.

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- E. All project expenditures will be initiated, in writing, by the Project Director, approved by the division head, and expended by the Vice President for Administration and Finance in accordance with funding agency regulations and institutional policies and procedures.
- F. The Vice President for Administration and Finance will requisition all project funds from the funding agency, maintain current records on all project expenditures, and submit all official fiscal reports.
- G. The Project Director will maintain a complete set of project administrative records.
- H. The Project Director will manage the project and maintain all project management records.
- I. All contacts with the funding agency will clear through the division head.
- J. All official reports will clear through the division head.

**VII. Donations from Public or Private Donors for Special Projects**

All donations from public or private donors shall be handled through the Office of Development and Public Relations, the President’s Office, and the WTC Foundation. Specific requirements or directions necessitating the inclusion of other personnel to fulfill the donor’s wishes will be determined by the President and the Executive Committee of the WTC Foundation.