Policy Owner: Gwinnett Tech Foundation	Number: GTFPPP-04-01		Revised:
Responsible Party: Executive Director		Effective Date:	

Gwinnett Tech Foundation

Grant Policies and Procedures

Approval of External Funding Requests

The Office of Development (Development), an office within Institutional Advancement, is responsible for the planning, organization and implementation of a program to build financial support for Gwinnett Technical College (GTC) from local, regional, and national corporations and foundations as well as federal agencies. ORD also identifies and encourages opportunities for gifts-in-kind and strategic partnerships with organizations that support the GTC mission. Development staff members also cultivate favorable relationships with funding organizations and with individuals whose support of a project can garner attention and respect from a specific corporation or foundation.

GTC staff interested in obtaining external funding for programs, or who are approached by external organizations with offers of financial support, must coordinate their efforts with Development. Coordinating requests prevents confusion for prospective funders. Coordinating the timing, negotiations and emphasis of proposals will ensure an efficient flow of proposals, maintain productive relationships with prospective funders, and ultimately, secure maximum funding. Coordinating communication when a prospective funder approaches GTC is also vital for ensuring that the funds are used for a high-priority project and that GTC is a good steward of the funds, once received.

Development approval is highly recommended prior to proposal development. The starting point for the approval process may either be a project idea or a posted or invited funding opportunity. GTC staff interested in submitting a proposal should work with their program director and dean to explore the viability of the project, that is addresses GTC goals, and has their vice president's (and president, if applicable), approval prior to contacting Development to schedule an appointment.

If Development determines that the project is well-aligned with GTC priorities and that there is a suitable opportunity for external funding, the process of proposal development will be permitted to move forward as illustrated in the "External Funding Proposal Development Process" flow chart. If not, the project originator will receive feedback about the idea, the funding potential, and the feasibility of developing a quality proposal in the available time (for proposals with a firm deadline).

In addition, Development staff may also bring funding opportunities to the attention of College faculty/staff. ORD may be aware of a funder with interest in supporting a particular project. Development may also be contacted by institutions interested in collaborating on a grant proposal that could benefit from oversight or management by GTC. When this occurs, Development staff will complete a "New Funding Opportunity" form and share it with faculty/staff members and leadership in the appropriate program area.

Supporting Documents:

1) External Funding Proposal Development Process

2) Request for Proposal Assistance form

3) New Funding Opportunity form

4) Project Planning Worksheet

5) Memorandum of Understanding between Gwinnett Tech Foundation and GTC