

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: Proposal Preparation for External Funding Requests****EFFECTIVE DATE: March 1, 2004/Revised: May 3, 2005**

The purpose of this policy is to establish a process for review and approval of all external funding proposals submitted by the College to ensure that proposals are accurate, complete, feasible, and as competitive as possible. The President has ultimate control of the institution's fund-raising activities. The President has designated the Vice President for Institutional Advancement as the person responsible for implementation of all fund-raising policies and procedures. The President of the College must authorize any exceptions to this policy.

1. Applicability of this Policy

- a. This policy is applicable to all proposal preparation for externally funded projects.

2. Approval to Solicit External Funds

Prior to preparation of any request for funding from an external funding source, plans to solicit external funds must be reviewed and approved by the Vice President for Institutional Advancement. (See Policy on Approval to Solicit External Funds, Policy No. 4-01-04-01/29.)

3. Proposal Preparation Assistance

Requests for assistance with planning, research of potential funding sources for a project, and proposal preparation assistance may be submitted to the Grants Office. Assistance will be provided whenever possible. Requests will be prioritized based on the degree to which the project supports the College's mission and priorities, and the degree to which the proposal shows a good probability for success. Assistance with private donor solicitations will be coordinated through the Office of Institutional Development. The Vice President for Institutional Advancement provides general oversight of all proposal preparation and private donor solicitations.

Source of Policy: Institutional Advancement**Related Policy: N/A****Approved: _____
President****Responsible Vice President for
Administrator: Institutional Advancement****TBR Policy Reference: N/A****TBR Guideline Reference: N/A****Date: May 3, 2005**

4. Submission of Proposals for Grant Funding

All Southwest Tennessee Community College proposals for grant funding must be forwarded to the Grants Office prior to the required submission date. The Grants Office will review the proposal for style, form, and compliance with specific proposal preparation guidelines. Grants Office personnel will discuss all necessary revisions with the person who prepared the proposal. The proposal will then be submitted for administrative and fiscal reviews prior to submission to the President.

5. Acceptance of Grant Awards

The Grants Office should be notified immediately upon receipt of a grant award. All awards received from external sources will be reviewed by administrative and fiscal designees, before they are recommended to the President for acceptance. (See Policy on Grants Management, Policy No. 4-01-04-03/31.)