



Charter for Grants Advisory Panel

Reaffirm 5/25/23

This Charter is established between the Grants Advisory Panel and the Resource Council to structure the process and planned outcomes included herein during the 2023-2024 academic year.

Purpose

The purpose of the Grants Advisory Panel (GAP) is to vet grant opportunities and make recommendations to the Office of Planning and Development. GAP provides annual updates to the Resource Council.

Charge

The charge of the GAP is to develop and implement an effective and efficient institutional process to vet grant opportunities. The GAP reviews synopsis of grant opportunities and gathers information from key stakeholders regarding their alignment with the College's strategic goals and resource needs. GAP advises the Office of Planning and Development on the feasibility of pursuing grant opportunities. The work of the GAP aligns with Educational Master Plan goal 12 (Comprehensive College), objective 12.4: Develop 30% of overall budget from non-general fund revenue sources.

Guiding Principles and Assumptions

- The primary purpose of the GAP vetting process is to make recommendations to the office of Planning and Development regarding grant opportunities.
- The grant opportunities vetting process is intended to provide recommendations to the office of Planning and Development and shall not involve voting procedures to determine whether or not to apply for a grant opportunity.
- The process set forth by GAP to vet grant opportunities shall be in effect year-round and used when timelines can accommodate the process (30 or more calendar days prior to grant application deadline).
- When funding opportunities arise with shorter timelines, the GAP vetting process will not apply and the office of Planning and Development will make recommendations to the office of the President directly.
- GAP members are responsible for gathering feedback from the departments they represent and provide written comments regarding grant opportunities for consideration by the office of Planning and Development.
- The GAP may also call upon subject matter experts and key stakeholders not represented in its membership as is necessary to seek feedback regarding grant opportunities being considered.
- The GAP is representative of key stakeholders with experience in developing grant proposals or implementing grant projects.
- Members are assigned by their constituent groups with varying criteria for membership.
- All members serve in an advisory capacity only.
- There is no budget associated with the GAP.

Scope & Expected Deliverables

- Provide written recommendations to the office of Planning and Development regarding the feasibility of pursuing grant opportunities that align with the College's strategic goals and resource needs.

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- Seek feedback from key stakeholders on grant and other resource needs related to NC's strategic goals.
- Provide an end-of-year report to the Resource Council in May of each year about the effectiveness and efficiency of the GAP grant opportunities vetting process.

Membership

The membership of the GAP shall be comprised of 12 individuals from recommended key instructional and non-instructional units that are often impacted by grants and external funding sources. Individuals are appointed by their constituency group and may include managers, classified professionals, and faculty. While previous experience in proposal development or grant implementation activities is not required, members appointed to serve as panelist shall be selected based on current or past experience in any of the following grant-related activities: analyzing requests for proposals, preparing applications, implementing grant projects, managing grant funds, preparing performance reports, or evaluating grant activities.

- ~~Dean~~ **Director** of Grants-GAP Facilitator (Planning and Development)
- School of STEM-Faculty Member (appointed by Academic Senate)
- School of Social & Behavioral Sciences-Faculty Member (appointed by Academic Senate)
- School of Business & Management-Faculty Member (appointed by Academic Senate)
- School of Arts & Humanities-Faculty Member (appointed by Academic Senate)
- Department of Counseling-Faculty Member (appointed by Academic Senate)
- Associate Dean, Career Technical Education
- Director, Business Services
- Dean of Institutional Effectiveness
- 2 Classified Professionals (appointed by CSEA)
- Grant Manager (appointed by Vice President, Student Services)

Meeting Time/Pattern

The GAP meets virtually, as needed, throughout the year. GAP may rely on any type of on-line technology to post comments and gather feedback regarding funding opportunities being considered.

Role of Panelists

The ~~office of Planning and Development~~ **Director of Grants** will initiate the grant vetting process by providing a synopsis of each grant opportunity for GAP members' review. A deadline will be set for comments to be submitted for consideration. At the conclusion of the comment period, the ~~office of Planning and Development~~ **Director of Grants** will review and consider all comments provided and submit a recommendation to the President for the purpose of securing written approval to apply for a grant opportunity, when deemed feasible.

Members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of the GAP that can help to achieve its deliverables. Members are expected to actively participate in on-line discussion and submit recommendations for each funding opportunity within the comment period. While presenting the perspectives of the area of expertise they represent, members are expected to engage in effective dialogue with GAP peers to gather various perspectives that will help inform their own understanding of each grant opportunity. GAP members will be responsible for providing regular updates to the units they represent and their constituency groups as requested.

Meeting Procedures and Expectations

The GAP Facilitator and its members will adhere to the following institutional process to vet grant opportunities:

The Facilitator (~~Dean~~ Director of Grants) will prepare a synopsis of each grant opportunity for panelists to review, as well as the link to the request for proposals/applications. This information will be provided to panelists via email, or other means as is appropriate, to initiate dialogue between panelists about the grant opportunity. A minimum of five business days will be given to review and discuss grant opportunities but may vary, depending upon the proximity of grant submission deadline. Written comments shall address: 1) alignment with Norco College's Educational Master Plan, Core Commitments, and strategic initiatives; 2) New and existing personnel needed to implement the project; 3) Office space and facilities; 4) Match requirements (which may or may not involve general funds); and 5) Commitments to institutionalize positions, activities, financial resources, or facilities. In order to provide a review process that accommodates the unique work of applying for private foundation grants, the GAP will also review and provide comments on concept requests. These requests are distinctly different in that not all details will not be known about the grant opportunity at the time approval is requested, however, this will enable the college to move forward and not lose out on a funding opportunity if the College is invited to submit an application. In such cases, additional information will be provided to panelists as it becomes available. The ~~Dean~~ Director of Grants will take into consideration all feedback provided and determine if there is sufficient support to move to the next step. If yes, the ~~Dean~~ Director will submit a recommendation to the President for her consideration. The President may approve, request additional information, or deny the request to pursue the grant opportunity based on the information provided.

Members endeavor to:

- Participate promptly in on-line discussions regarding grant opportunities
- Ask questions about the grant opportunity and requirements
- Welcome all perspectives and points of view
- Engage in respectful and constructive dialogue
- Submit written recommendations according to set timelines
- Serve on the panel for one academic year