



Title: GRANTS MANAGEMENT PROCEDURES

Code: HH0600

Policy Reference: J0200

Milwaukee Area Technical College actively seeks out grants from external sources to support effective delivery of its programs and services in alignment with strategic priorities. All grants involving public funding sources are coordinated by the Institutional Effectiveness Division. No individual may apply for a grant on behalf of the college without following these procedures:

1. Requests to pursue grant opportunities must:
 - a. Be submitted via Grants Council Request Form;
 - b. Identify a Principal Investigator (PI) to serve as the grant's lead implementer with responsibility to assist in preparing the grant application, delivering grant activities, and overseeing the grant project timeline and financial spending; and
 - c. Be reviewed by the MATC Grants Council and approved by a Vice President or higher administrator.
2. Grant opportunities with private foundations, corporations, or individuals will be referred to the MATC Foundation, Inc.
3. Grant opportunities with public funding sources will be referred to the Grants and Resource Development Department.
4. The Grants Department and/or the MATC Foundation may choose not to pursue a grant opportunity if strategic alignment and/or required financial, physical, and human resources are insufficient. Grant applications that do not meet quality standards will not be submitted.
5. Grant applications to public sources must be approved by the Director responsible for the Grants and Resource Development Department prior to submission. Grant budgets must be approved by the Senior Financial Grant Administrator in the Finance Division prior to submission.
6. An individual administrator or Principal Investigator (PI) must be assigned for each awarded grant. This individual is responsible for managing delivery of project activities, including all necessary collaboration, purchasing, hiring, supervision, employee performance evaluation, and reporting, in accordance with MATC procedures and in consultation with an assigned Project Coordinator from the Grants and Resource Development Department.
7. Grant revenues, expenditures, requests for reimbursement, and financial reporting will be monitored by the Senior Financial Grant Administrator in the Finance Division. The Finance Division maintains all official fiscal records associated with grant awards.
8. Grant data collection, monitoring, and necessary evaluation services will be provided by the Office of Institutional Research.



**ADMINISTRATIVE REGULATION
AND PROCEDURE**

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9. Grants and Resource Development Department staff will prepare and submit all grant letters of interest, letters of support (for partnerships), applications, revisions, reports, and requests on behalf of the college. The Institutional Effectiveness Division maintains all official project records for public grant awards, including sub-awards.
10. Additional internal processes for grant development and management are contained in the MATC Grants Policies and Procedures Manual.

Office of Responsibility: Institutional Effectiveness Division/ Finance Division
Last Reviewed: Mar-2021