

COMMUNITY COLLEGE OF DENVER

Title: Grant Management

Guideline #: RD – 4

Approved: July 13, 2015
August 9, 2017

REFERENCES: None

Approved By: Dr. Everette J. Freeman, President

1. PURPOSE

To establish guidelines for administrative processes for managing grant funds at the Community College of Denver (the College).

2. APPLICABILITY

These guidelines apply to all College staff.

3. Definitions

- a. Grantee – A person or institution to which a grant is made.
- b. Grantor – A person or institution that makes a grant or conveyance.

4. GUIDELINES

The College receives grant funds from public and private entities. These entities will typically identify all laws, statutes, ordinances, codes, administrative orders, rules, and regulations grantees must comply with if awarded a grant. The College knows and understands the importance of complying with all grantor requirements and will strive to ensure compliance at all times.

Specific requirements are detailed in the grant notice and again upon receipt of an award letter. The College's Director of Grant Development and Compliance will:

- a. Be responsible for ensuring College grant managers are provided with the grantor's specific requirements to ensure compliance and that they understand the requirements.
- b. Advise each awarded grantee of these guidelines.
- c. Work with the College's Fiscal Services to ensure compliance with all fiscal grant related matters.