New B-Resolution Procedures for Grants

As a result of CCSF’s Board of Trustees passing Resolution No. 020228-S5 (see attached), we have developed a decision tree to assist you in determining the necessary action to take with respect to notifying the Board when submitting grant proposals. These guidelines are intended to clarify what you need to do. Below we discuss changes in the format, content, and submission of items that require Board approval (B-Resolutions and matrix items) and “Information Only” items once you have determined the appropriate method for Board approval or review.

Items Requiring Board Approval

The format, content, and submission of items requiring Board approval (B-Resolutions and matrix items) remain the same. Please see attached examples.

Information Only Items

Submit Information Only items to Kelley Karandjeff, Special Projects Coordinator in the Office of Research, Planning and Grants, kkarandj@ccsf.edu. For format, please see the attached sample. For content, use the guidelines below.

For grant applications requesting $500,000 or more, include:

- Funding agency
- Project purpose
- Brief description of activities
- Partners
- Linkage to College priorities; refer to all specific goal numbers that apply contained in:
  - the Strategic Plan (http://www.ccsf.edu/Offices/Research_Planning/planning/strplan.htm)
  - the Annual Plan (http://www.ccsf.edu/Offices/Budget_Office/annual_plan.htm), and/or
  - the Chancellor’s Goals

(e.g., a proposal focused on service learning might reference “Strategic Plan 2.4, 3.3d, 3.3e; Annual Plan Operational Objectives 1 and 3”)

- Amount of funding
- Period of funding
- Space/match requirements

1 Use the most recent Strategic Plan for the College.
For grant applications requesting less than $500,000, include:

- Funding agency
- Purpose statement (one sentence)
- Amount
- Period of Funding

For further guidance, please contact:

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