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CORPUS CHRISTI

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Faculty Charitable Grant Submission Process for TAMU-CC

Purpose: The purpose of this document is to clarify the grant application process by Faculty for external funding requests to charitable foundations for non-research purposes.

Roles:

- *Faculty Contact:* any member of the TAMU-CC faculty working directly on the project/program who is familiar with details and will act as the primary faculty contact.
- *Foundation and Corporate Relations (FCR) Officer:* responsible for identifying, cultivating, soliciting, and stewarding gifts and partnerships between the University and external Organizations that further the imperatives outlined in the University's strategic plan.
- *Institutional Advancement (IA) representative:* any IA personnel who may act or make decisions on behalf of the FCR Officer.

Request for Approval:

- Faculty Contact will identify project/program and funding needs associated with that effort.
  - o Will need to include dates, community served, amount needed, and overall vision.
  - o Faculty Contact will be required to create a budget and be able to report on expenses.
  - o Faculty Contact must have the Dean's approval to proceed with application and/or verify the project/program is explicitly addressed in the College's development plan.
    - ▪ Furthermore, the Faculty Contact and the FCR Officer are responsible for obtaining proper approvals.

> **Faculty will NOT submit a grant application to a foundation on behalf of TAMU-CC organizations or entities. Only the FCR Officer or IA representative will submit the grant application.**

- Faculty Contact will identify potential funding sources for proposed program/project.
  - o Faculty Contact will submit list to FCR Officer for review and approval
  - o Faculty Contact must provide FCR Officer with project/program dates, community served, amount requested, and overall vision.
- FCR Officer will review list of foundations submitted by Faculty Contact.
  - o FCR Officer or IA representative will review all requests and has approving authority for all submission requests.
    - ▪ If a request is denied, the FCR Officer will explain the reason to the applicant and, if possible, assist with an alternate prospect.
    - ▪ Foundations will be eliminated if found to be a prospect for another University effort (i.e. considered "spoken for").
  - o FCR Officer will verify the following:
    - ▪ Compatibility
    - ▪ Dates
    - ▪ Submission Requirements (including TAM-CC Foundation approval)

- o FCR Officer will confirm project/program is in the College's development plan or faculty contact has received approval from the Dean.
- o FCR Officer will coordinate with TAM-CC Foundation as needed for written consent to apply and to obtain tax and financial information.

Faculty will NOT submit a grant application to a foundation on behalf of TAMU-CC organizations or entities. Only the FCR Officer or IA representative will submit the grant application.

- FCR Officer will review program/project information and provide feedback to Faculty Contact.

Application and Submission:

- FCR Officer will serve as primary contact for TAMU-CC and will be responsible for notifying the Faculty Contact upon:
  - o Submission of the application
  - o Notice of funding decision from the organization
  - o Approving, signing, and fulfilling any grant/grift agreements
  - o Notifying Faculty Contact of any reporting requirements and coordinating efforts to submit report
  - o Any additional stewardship that would need to be fulfilled on behalf of TAMU-CC.
- Faculty Contact will prepare all content for submission regarding their respective request and ensure application deadlines are met.
  - o Faculty Contact is responsible for meeting Foundation application deadlines and providing the FCR Officer ample time to review and provide feedback.
  - o Faculty Contact will prepare a draft of the application, including the project/program title, request amount, project/program description, and budget.
    - ▪ It is not the responsibility of the FCR Officer to ensure that the preparation of grant applications is performed per foundation deadlines.

ONLY the FCR Officer or IA representative will submit a grant application on behalf of the Texas A&M Foundation, Texas A&M University-Corpus Christi, and all TAMU-CC affiliated departments, agencies, groups, and programs.

- Once final application is submitted to FCR Officer, FCR Officer will enact due diligence to submit application before Foundation application due date.
- FCR Officer will maintain record of solicitation including documentation of request and gift stewardship.

Funds Awarded:

- Handling of funds will remain with the FCR Officer and the Office of Institutional Advancement.
- FCR Officer will notify Faculty Contact of any award letters and notice of funds awarded.
  - o A copy of the award agreement can and will be provided as necessary.
- FCR Officer will be responsible for any requirements regarding the award agreement including signatures and make note of any important details and dates provided for reporting.

Reporting and Stewardship:

- Faculty Contact must designate a contact upon:
  - Semester ending mid-grant cycle
  - Departure occurring mid-grant cycle
  - Program/project does not coincide with semester
- Faculty Contact will be responsible for knowledge of any dates for submitting reports.
- Faculty Contact will be responsible for communicating deadlines to submit reports to the FCR Officer.
- Faculty Contact will be responsible for providing necessary information for reports.
- FCR Officer will be responsible for submitting all required reports.
  - Faculty Contact may be required to provided information as needed and if available.
- FCR Officer will perform all normal stewardship requirements for foundation outreach and engagement as the office of IA determines necessary.

END