SUNY Ulster Grant Application Procedures

1. All requests to file a grant must first be entered through the SUNY Ulster/Foundation Grants Request Form located at http://goo.gl/forms/oT1dzNrXYu.

2. Grant requests will be presented to the President’s Cabinet in a timely manner (generally within a week) for approval.

3. Those submitting requests to pursue grant funds will be informed of the Cabinet’s decision whether or not the grant request may be pursued.

After notification of the Cabinet’s Decision:

1. Complete grant requests that are (1) program specific, (2) requesting under $5,000, and (3) requiring no institutional match or continuation, may be signed off by the appropriate senior manager and Department Chair.

2. A form will be presented for complete grant requests that are (1) more than $5,000, (2) involves more than one program; and/or (3) requires institutional match or continuation in order to:
   a. Secure approval for the budget from the Assistant Dean of Administration.
   b. For proposals involving technology, the Chief Information Officer (CIO) also must sign off.
   c. Secure approval from Division Chair/Administrative Unit Head; Dean or Unit Supervisor; and President.

Operational Definition and Descriptions

Gifts
SUNY Ulster Foundation supports a comprehensive development program, which raises funds on behalf of the institution. For development to be effective, it is necessary to consolidate all gift activity within the Ulster Community College Foundation, Inc. Students, faculty, or other individuals, departments or divisions are prohibited from directly soliciting or accepting any form of a gift from external sources, including alumni, without first discussing the proposed solicitation or gift acceptance and receiving approval from Lorraine Salmon, Executive Director of the Ulster Community College Foundation, Inc.

Grants
Faculty, students or other individuals, departments or programs are prohibited from seeking or accepting external support without the written approval of the SUNY Ulster Cabinet. Grants are administered by the Office of the Dean of Administration, and any grant proceeds received will be maintained by that office.
Grants Planning Committee (GPC)
The Grants Planning Committee (GPC) reviews grant applications from an institutional perspective. The committee ensures that a program concept and grant application is inclusive and works to the benefit of the College without incurring unnecessary expense or expense beyond the College’s ability to support. The committee takes into consideration potential impact on other programs, the College’s operating budget, program/project continuation costs, technology infrastructure and maintenance and other critical components of the College’s operations.

Members of the GPC include: the Grants Coordinator, Vice President of Finance, Vice President of Academic Affairs, Senior Vice President of Enrollment Management, Dean of Continuing Education, Executive Director for Advancement and External Relations, Assistant Dean of Administration and a faculty member (TBD).

The GPC meets weekly during the President’s Cabinet meeting to support the needs of the faculty, administration and staff. **Anyone wishing to submit a proposal must first receive the support of his/her immediate supervisor as well as Department Chair. A SUNY Ulster/Foundation Grants Request Form must be filled out at:**
http://goo.gl/forms/0T1dzNryXYu and a completed budget (found at on the portal under Work@Ulster, Faculty/Staff Links) sent to coordinator_grants@sunyulster.edu.

Institutional Grant Application
Any program or project application that impacts the entire College, is identified by the President and executive staff as an institutional priority, requires matching or continuation funds, or requires a change in program or College operations, is considered an institutional grant.

Individual or Group Research Applications
Individual or group research grant applications focus on projects to be conducted by a faculty member(s) on topics that are of personal interest. Typically these are small grants that do not require fiscal support from the college or cause academic program or institutional changes. Individual or group research grant application that fit this profile still must pass through the Grants Planning Committee (GPC). The faculty/staff member initiating this process is responsible for writing the concept/proposal, establishing the budget, finding a funding source, securing appropriate sign-off signatures and mailing the proposal to the funding source.

Program-Specific Grant Applications
Grant applications that enhance academic or student-life programs, benefit a specific office, or involve the purchasing/leasing of equipment are considered program-specific proposals. Typically, these types of grants provide an opportunity for faculty or others to create and implement new programs or services, to offer innovative programming options to students, or to improve the functions of an office. Most program-specific grant opportunities avoid being the single source of funding for a project by requiring matching funds and most often require collaborative partnerships with outside organizations. Because of the potential impact that program-specific grants have on other programs, all members of the GPC must review a program-specific grant application to consider its secondary impact and effect on the operating budget.
Frequently Asked Questions

Will the College provide indirect/in-kind contributions to a program/project?
Yes, space, facilities, equipment and utilities may be contributed based on availability. Agreement and arrangements for the contribution have to be made in advance of the proposal preparation.

Does the College provide hard-dollar (cash) matching funds?
Yes, but this resource is minimal. If the grant requires cash matching funds greater than $5,000, the Principal Investigator should present a fundraising strategy to secure the additional dollars. The interested faculty/staff member should work with the Grants Planning Committee to target foundations or corporations to secure matching requirements.

Do all grant applications have to go through the Grants Planning Committee?
Yes.

What happens when I win a grant?
Notify the Grants Planning Committee of the grant award – sending a copy of the letter helps to maintain complete files. The GPC will alert Dean of Administration that an award will be coming to ensure the accounting paperwork is correct, complete and will be dispersed appropriately. Also, notify the division chair, dean, vice president and anyone else who participated in the grant-approval process.

What if a grant application is denied or not funded?
Whenever possible, secure copies of the grant rating sheets to determine where the application ranked in the rating process. Many times an application makes the cut-off range for funding, but is not awarded simply because the grantor ran out of funds for the year. Often those applications can be resubmitted the following year with only a few minor changes, such as updating signatures, support letters and application dates.

Just because an application is not funded, does not mean the proposal was not a good one. Sometimes the proposed program/project isn’t a good fit with the funding source, or the funding source runs out of money to be distributed. A lot can be learned through follow-up activities.