

**BOARD POLICY  
San Mateo County Community College District**

**Subject:** BP 6.30 Externally Funded Special Projects and Programs  
**Review Date:** 9/14

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1. The District and the Colleges shall actively seek external funds in the form of grants to support educational programs consistent with the vision, mission and master plans of the District and the Colleges.
2. Projects must be consistent with the objectives and priorities of the educational program. The value of the project, not the availability of state, federal or private funds, shall be the prime criterion in applying for funds.
3. The Chancellor or Chancellor's designee must approve all projects for which outside funds are sought.
4. Recognizing that projects may be experimental in nature, the Board establishes the following parameters:
  - a. The administration must present reasonable assurance that a successful program can be continued with District funds if outside funds are discontinued.
  - b. Projects of limited duration or those designed to meet a transitory need must have a clear end date with the understanding that the program and/or services will not be continued.
  - c. The administration will recommend discontinuance of the program if an evaluation indicates that it is not successful, regardless of available funding.
5. When matching District funds are required, the administration will evaluate the impact of the proposed commitment on other District needs. Other viable programs should not suffer in order to attract projects with matching funds. When matching funds are required, every effort will be made to use already budgeted District funds as part of the District contribution.
6. Any funds acquired shall accrue to the District for District purposes and not to any individual.
7. The Chancellor is authorized to accept external funds which:
  - a. Are renewals
  - b. Support current programs and services within the District and require a District dollar match (not in-kind) of \$50,000 or less
  - c. Support current programs and services within the District and require an in-kind match only.
8. The Chancellor will inform the Board about all such external funds anticipated.

BP 6.30 Externally Funded Special Projects and Programs (continued)

9. Board approval will be required before external funds are accepted when:
  - a. The external funds support a new District program or service
  - b. The District dollar match of more than \$50,000 is required
  - c. The award requires a commitment that the program will continue beyond the funding period.
10. Any new faculty to be employed in positions funded from external funds/grants shall be advised that they are not guaranteed employment beyond the expiration date of the external funding.
11. Whenever possible, the full cost of administering the grant shall be included in the grant funding.