



2020 SMCCD EEOC Diversity Project Grant

Diversity Project Grant Terms and Conditions

The San Mateo County Community College District EEO Committee administers and manages the Diversity Project Grant on behalf the District. You must agree to the following terms and conditions in order to receive grant funds.

If the EEO Committee does not receive signed copies of the grant award letter and of these terms and conditions within 7 calendar days after the date of the grant award letter, the grant may be revoked. By signing this document, you confirm your acceptance of the conditions within the Letter of Award and these Terms and Conditions.

Use of Grant Funds

1. The grant is to be used only for the purposes outlined in your application and proposed budget. No funds may be used for lobbying purposes or to aid in the election of a public official.
2. The grant will not be increased for any reason.

Reports

3. The Project must be completed by **April 30, 2021**. You must submit a final report no later than **May 7, 2021**. This report should outline the project from start to completion including details such as date(s) of project, location, time, participants, and project outcomes. The final report must also include a detailed report of expenditures. You must present your completed Project at one of the board of trustees meetings and showcase your project in photo and media format.
4. You must submit a progress report by **November 30, 2020**. This report should include a brief update on progress, an updated timeline for the Project, expenditures to date and the estimated date for completion of the Project. The grant may be withdrawn if you do not submit a timely progress report.

Project Expenses and Fiscal Representative

5. Grant funds will be released as requested by you, provided that you provide fifteen (15) working days' notice and a written explanation for why you are requesting funds. Funds must be requested using the Diversity Project Grant Fund Request Form attached hereto as Exhibit A.
6. You are required to keep a record of all receipts and expenditures relating to this grant. Receipts shall be provided as evidence of all expenses and materials bought. There is no need for any such expenses to be justified in detail if detailed receipts have been provided. Should it not be possible to provide a receipt for a particular cost incurred, a detailed explanation must be provided.



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7. Travel, meal and hotel expenses charged to the grant shall be consistent with the limitations set forth in District Policy 8.55 and related procedures unless written permission for a variance is obtained from the EEO Committee.
8. The final report shall include a list of all expenditures, with all receipts allocated a number for the purposes of easy identification. The invoiced sum should be subdivided according to travel and material expenses.
9. The Project must identify a Fiscal Representative who will be responsible for keeping track of grant spending and submitting documentation of expenses for payment.

No Assignment or Delegation:

10. You may not assign, or otherwise transfer, your rights or delegate any of your obligations under this grant without prior written approval from the EEO Committee.

Publicity:

11. Projects should acknowledge the District's support in any relevant published or public communication. Any communication or media release relating to this grant should be approved in advance by the EEO Committee.
12. The District may include information regarding this grant, including the amount and purpose of the grant, any photographs you may have provided, or other information or materials about your activities, in the District's periodic public reports, newsletters, and news releases.

Right to Modify or Revoke:

13. The EEO Committee reserves the right to discontinue, modify or withhold any payments to be made under this grant or to require a total or partial refund of any grant funds if, in the EEO Committee's sole discretion, such action is necessary: (1) because you have not fully complied with the terms and conditions of this grant; (2) to protect the purpose and objectives of the grant; or (3) to comply with the requirements of any law or regulation applicable to you, of the District or this grant.

Lead Applicant Name:

Fiscal Representative Name:

Lead Applicant Signature

Fiscal Representative Signature

Date:

Date:



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Exhibit A

DIVERSITY PROJECT GRANT FUND REQUEST FORM

Project Name:	
Amount of Funds Requested:	
Purpose of Funds:	
Name and Signature of Lead Applicant:	
Name and Signature of Fiscal Representative:	
Contact Number and Email:	