

CAPE COD COMMUNITY COLLEGE GUIDELINES FOR FUNDRAISING AND GRANT PROPOSALS

To coordinate and leverage fundraising activities and to assure compliance with State, Federal, and Grantor/Donor requirements, these guidelines are provided:

Offers of Tangible Gifts:

- If an offer is made to any employee of the College for a tangible item such as educational materials, equipment, furniture, gift certificates, etc., that person must consult with the Foundation Office before accepting or declining the gift offer and provide the donor contact information in case additional details or clarification are needed.
- If the department/office to which the offer was made cannot utilize the item offered, the Foundation Director will consult with the College President and/or appropriate Vice Presidents/Deans to collectively determine if another area of the College may benefit from the offer, or if the item would benefit the College by being accepted and sold.
- In the case of books offered to the Library, the decision to accept or decline the gift will be made by a Librarian. However, all contact information will be forwarded to the Foundation.
- If and when a tangible gift item is accepted, it becomes the property of the College or the Foundation, and disposal of said item is at the discretion of the College President or Foundation Executive Director unless a specific agreement has been made for other arrangements.

Fundraising:

- Inform the Foundation Executive Director before making requests for financial or product support.
- Forward written notice of gifts to the Foundation Executive Director including the name, address, and amount or description of the gift. Gifts include money, services, products, sponsorship, table registrations, gift certificates, equipment. Contact the Foundation office for assistance with any tax-deductible gift of cash, services, or tangible goods.
- Contact the Foundation Executive Director for assistance with raffles or auctions to assure compliance with State law and regulations.

Grant Proposals:

- Contact the College's Grants Developer and complete the "Statement of Intent" form before writing or submitting a proposal. The plan is reviewed for consistency with the College's mission and fiscal priorities. Prior approval is required before a grant proposal is prepared.
- Develop a proposal completion schedule with the Grants Developer to assure that budget is sufficient to meet program objectives, College costs, and "in-kind" obligations.
- All proposals require review and approval by the Executive Vice President for Administration and Finance prior to final signature by the President.
- Notify the Grants Developer of all grant awards. The Grants Developer assists with reporting and evaluation of proposal outcomes.

Managing Fundraising and Grants:

- Monies must be used for the purpose(s) specified described in the grant proposal or donor solicitation. Requests for modifications must be coordinated through the Foundation Office and Grants Developer.
- Foundation Restricted Accounts – Deposits should be made directly to the Foundation.
- College Accounts – Coordinate deposits with the Business Office and forward copies of checks to the Foundation Executive Director.
- Contact x4015 or x4492 for additional assistance.

Adopted Oct 21, 2009; Administrative Policy and Procedure document