

## GRANT-SEEKING @ MORNINGSIDE COLLEGE

### *Purpose*

The mission of the Office of Foundation and Grant Development is to facilitate a responsible, forward-thinking grant-seeking culture that (a) complements and furthers strategic planning at Morningside College; (b) supports the professional development of faculty and staff; (c) encourages the successful pursuit of new programs that enhance the Morningside journey for students; and (d) benefits the greater community.

### *Grants Committee*

The Grants Committee includes the President of the College, the Vice President for Academic Affairs/Dean of the College, the Vice President for Institutional Advancement, and the Director of Foundation and Grant Development. This committee meets monthly to review grant-seeking opportunities and prioritize such opportunities.

### *General Policy*

Please notify the Office of Foundation and Grant Development regarding any external grant-seeking by completing the **Grant-Seeking Clearance Form** and submitting it to the Office of Foundation and Grant Development **before** submitting any letters of inquiry, proposals, or applications to off-campus grant-makers. It is recommended that departments/individuals contact the Director of Foundation and Grant Development early in the process of grant-seeking.

**Please allow at least one week for the review process.**

*Why is this policy a good idea? It helps the College to...*

*Coordinate grant-seeking.*

*Avoid situations where more than one group from the College is submitting grant applications or proposals to the same grant-maker at the same time or too frequently.*

*Avoid submission of grant proposals that cannot be supported financially by the College during or beyond the life of the grant.*

*Make best and prudent use of available funding sources.*

*Maintain a consistent approach in developing grant-maker relations.*

### *Responsibilities*

**Please consider the Office of Foundation and Grant Development as a resource to aid you in grant-seeking, rather than as a controller of grants or a “one-stop” grant writing shop.**

The main responsibilities of the Office of Foundation and Grant Development are (a) to support the strategic planning of the College through grant-seeking; (b) to track grant-seeking and grants received; and (c) to ensure successful compliance with grant-maker requirements.

Services offered to the campus community are:

- Writing “boilerplate” descriptions of the College that can be used in many different grant proposals and applications
- Finding funding opportunities for programs and professional development for faculty and staff and disseminating this information when appropriate
- Writing, proofing, and editing letters of inquiry, proposals, and applications as time allows
- Assistance with program design and development, including facilitating “brainstorming” sessions
- Assistance with budget development as time allows
- Assistance with submission to the Institutional Research Review Board (IRRB)
- Reviewing grant-seeking projects, proposals, or applications for (a) appropriateness of request; (b) appropriateness of wording and (c) fit with the College’s mission and strategic planning
- Submitting Federal grant applications to grants.gov and FastLane.