

The Baruch College Fund Grant Procedures

The Office of College Advancement (OCA) primarily seeks funding from corporations, foundations and other non-governmental granting organizations for support of departments and schools, the library, programs, scholarships and general operating expenses.

Grants to support faculty research, instruction and other scholarly activities are administered through SPAR. Faculty members are strongly encouraged to approach SPAR first, before presenting a project to OCA. Deans, administration and center directors seeking institutional support may go to SPAR or OCA.

The Baruch College Fund cannot be a fiscal agent for public funding and contracts from private sources. Please follow these procedures when working with OCA.

Role of Office of College Advancement:

1. OCA is the campus liaison between funders and college representatives. It works with both to build strategic relationships to maximize funds available to support institutional needs.
2. OCA works with departments, programs, facilities and schools to identify areas of funding and develop strategies to secure necessary funds to meet needs. Funding needs will be coordinated and integrated into overall strategic funding plan for college.
3. OCA arranges all meetings with representatives of potential funding sources and tracks all communication.
4. OCA is primarily responsible for stewardship of all grants secured. Stewardship includes negotiating terms and implementing such terms to ensure proper credit and recognition of the funder, timely reporting and compliance with the grant agreement. Good stewardship requires tracking of contact between funder and grant recipient, which includes contact between faculty and program officers.

How to submit a proposal to corporate, foundation or non-governmental organizations?

1. Contact Mercia Weyand, Senior Director of Corporate Relations, or Kelly Moody, Associate Director of Corporate and Foundation Relations. It is never too early in the process to discuss your proposal.
(OCA will give each caller a form to be filled out with project description.)
2. Read the application guidelines carefully and fully understand all the requirements
3. Prepare a proposal draft.
4. Contact OCA about your budget needs and use the staff's expertise to help you complete this section.

(OCA will have a standard budget form to be filled out for each project; budgets will include indirect costs, although the College's policy has not yet been set. According to RF, 69% of project's budget covers benefits and salaries. BCF will cost share difference between budget and what granting agency will pay only when the funder has a policy against supporting indirect costs.)

Proposal Preparation and Submission:

1. OCA coordinates and manages the proposal preparation process to make sure that proposal meets the college's standards and the funder's specifications.
2. OCA provides institutional information (i.e., tax exempt letter, tax ID numbers, etc.)
3. OCA makes certain that proposal is consistent with Baruch College's and BCF's mission and that it advances the institution.
4. OCA negotiates the terms of proper credit and recognition of the funder, and it oversees implementation of such terms.
5. OCA coordinates efforts to secure cost share and matching funds necessary for proposals to meet requirements or to increase competitiveness.
6. Complete the Internal Approval Cover Sheet (this sheet will be circulated for signatures from your departmental chair and school's Dean). Provides assistance for obtaining internal approvals for proposal before the final proposal is submitted to funder. If proposal requires an additional cover letter from executive supporting project, OCA acquires the letter.
7. Once all internal approvals are in place, OCA will photocopy and submit the proposal for delivery by deadline. Internal copies will be submitted to the following people:
 - Faculty or staff responsible for carrying out program
 - Dean of school or provost who will authorize expenditures
 - Vice President for College Advancement
 - Senior Director of Corporate and Foundation Relations, OCA
 - Director of SPAR if applicable
 - Director of Marketing and Communications
8. OCA logs in proposal into Raiser's Edge "Proposal" module in order to track information and ensure stewardship.

Post-Award Stage:

1. Office of College Advancement Award will receive award notices and checks. It will notify all parties about the outcome and handle all financial and administrative responsibilities in setting up new accounts.
2. Any check sent directly to a faculty or staff member should be brought to OCA, 135 East 22nd Street, Room 901. DO NOT PLACE CHECKS IN INTEROFFICE MAIL.

3. OCA processes check so that it is posted in Raiser's Edge and deposited through the BCF controller's office.
4. BCF Controller's office sends email to Karen Ellis and Mercia Weyand to verify receipt of deposit and to provide account number of gift.
5. Upon receipt of award letter, OCA acknowledges gift with official tax receipt.
6. OCA will coordinate with Human Resources and/or College Financial Offices for grants requiring new hires.
7. OCA distributes to faculty member a packet of information containing forms and procedures for accessing money. Packet to include (and ultimately should be completely electronic) the following:
 - BCF Check Request Form
 - BCF PAF
 - BCF EIN
 - BCF's NY State Tax Exemption Certificate for placing orders with vendors
 - Subcontractor contract
 - IRS Consultant Determination Evaluation for 501(c)(3) status
 - Other?
8. OCA and recipient sets up reporting schedule in Raiser's Edge that includes deadlines for faculty to submit interim and final reports to OCA. OCA generates and distributes email/hard copy memo detailing the deadline schedule. Reports should be submitted strictly according to deadline schedule to ensure proper and timely reporting to granting agency.
9. Interim and final reports should be submitted to OCA 80 days in advance of granting agency's deadline.
10. Controller should submit financial report 80 days in advance of granting agency's deadline.
11. OCA writes cover letter to report and submits 30 days in advance of deadline, if renewal not requested; 60 days if renewal requested.
12. OCA will coordinate all site visits/tours scheduled in grant period.
13. OCA meets semi-annually with faculty to have progress update.

Summary of Responsibilities

Office	Role in Grant Cycle
OCA	<ol style="list-style-type: none"> 1. Builder of strategic relationships between Baruch College and outside funders to maximize funds available to support institutional needs. 2. Coordinator and integrator of funding needs into overall strategic funding plan for college 3. Arranger of all meetings with representatives of potential funding sources 4. Tracker of all communication. 5. Negotiator with funders on grants 6. Explains to donor any diversions from grant terms 7. Stewards all grants secured
Faculty/Administrator	<ol style="list-style-type: none"> 1. Content of grant proposal and reports 2. Conducting programs in accordance with grant 3. Contact OCA a.s.a.p. when any diversions from grant occur. 4. Maintain project budget and track expenses (in excel) to be an independent check and balance on OCA/BCF Controller's records
BCF Controller This part has NOT been approved by Specter or Quintong	<ol style="list-style-type: none"> 1. Sets up account for funds granted 2. Generates General Ledger financial reports documenting activity on the account 3. Verifies that expenditures are consistent with the terms of the grant

The Baruch College Fund CANNOT accommodate the following:

- Grants from public funds (i.e., federal, state, local government money)
- Contracts from private or public sources
- Fees for services, including training with performance results and activities that have a business risk
- Registration fees for credit bearing programs
- Space rental fees
- Unrelated business income