**To**: Bethany College Administration, Faculty, Staff, and Students

**From**: Kirsten Reid, Esq., Director of Grants and Sponsored Programs, Bethany College

**Effective Date**: October 21, 2022

**Re**: Updated Policies and Procedures for Seeking External Funding

**Note**

While the Advancement office will provide review assistance for any approved funding application, only opportunities of $25,000 or greater will be eligible to receive more substantial planning, development, and writing assistance from this office. Such aid is subject to availability and institutional advancement demands.

**Policies and Procedures**

1. Effective October 21, 2022, the following policies and procedures shall apply to all administration, faculty, staff, and students seeking external funding in the form of grants in excess of $5,000, in association with their role here at Bethany College.
2. Applicant must submit the following to the Director of Grants ***prior*** to submitting a finalized proposal or application to the grantor:
	1. Online Form: Request for Authorization to Seek External Funding, AND
	2. PDF of Completed Form: Signature Request for Authorization to Seek External Funding
3. It is the applicant's responsibility to plan, write, and submit the application or proposal for and by which the funding is requested. The applicant will coordinate with the Director of Grants and Sponsored Programs, the Business Office, and any other necessary party to ensure all institutional data is accurate.
4. The applicant is responsible for coordinating with all necessary parties on- and off-campus to plan, implement, and successfully execute the proposed programming/project/scholarship and to properly disperse funds.
5. The applicant is responsible for ensuring compliance with all applicable rules, state and federal laws, and regulations associated with the proposed project/funding.
6. The applicant is responsible for measuring, maintaining, and reporting all necessary metrics associated with the proposed program and for fulfilling all reporting requirements set forth by the funder, the Bethany College Advancement Office, and as the law may require.
7. The applicant must coordinate with the Business Office. Applicants will report all grant submissions to the Business Office upon submission and notify the Business Office and Director of Grants and Sponsored Programs immediately of any awards granted or changes in award status.
8. The applicant must seek and receive approval from the appropriate department head; the Director of Grants; and the Vice President of Institutional Advancement, Marketing, and Communications ***prior*** to submitting their application or proposal to the grantor.
9. The applicant will provide a PDF copy of the final proposal/submission and a digital and/or hard copy of all submitted reports to the Director of Grants and Sponsored Programs for institutional archival purposes.
10. The applicant understands and accepts that they are a representative of Bethany College, and as such, approval to apply for any outside funding in association with the applicant's status at Bethany College is ultimately the decision of the Bethany College Advancement Office. (i.e., if you are a little league coach, have a non-profit, etc. and are seeking funding solely in a personal capacity with no reference or association to your role at Bethany College, then you do not need our approval - but feel free to share what you are working on so we can celebrate your success!)
11. Should the applicant fail to follow the policies and procedures set forth by the College regarding outside funding and those set forth by the funding organization, it is within the purview of the Bethany College Office of Advancement to require the funding be returned to the grantor.

Please direct questions and supplemental documentation to Kirsten Reid, Director of Grants and Sponsored Programs at kreid@bethanywv.edu.

**Form: Signature Request for Approval to Seek External Funding**

Applicant Name:

Applicant Department:

Applicant Type (circle one): Faculty Staff Student Other (Explain)\_\_\_\_\_\_\_

Project Title:

Brief Description of Project:

Funder:

Requested Funding Amount:

Submission Deadline: \_\_\_/\_\_\_/\_\_\_

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Department Chair/VP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Approved
* Denied

Explanation:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date**: \_\_\_/\_\_\_/\_\_\_**

**Director of Grants and Sponsored Programs: Kirsten Reid**

* Approved
* Denied

Explanation:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: **\_\_\_/\_\_\_/\_\_\_**

**Vice President of Institutional Advancement, Marketing, and Communications: Lori Weaver**

* Approved
* Denied

Explanation:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_