

**GRAYS HARBOR COLLEGE**  
**Administrative Procedure**

**Subject: Grant Development and Management Procedure for Sustaining Grants**

**Administrative Procedure Number: 904.01**

**Date adopted: 12/08/20**

Procedures for Sustaining Grant<sup>1</sup> Proposal Development and Submission:

1. Sustaining grants are generally offered through the State Board of Community and Technical Colleges or the Department of Education.
  - a. They are typically awarded on a yearly basis and are likely to be renewable grants.
  - b. Proposal development, grant management, and reporting are managed by the department head responsible for the award.
  - c. Grants are approved by the President or their authorized representative, generally the Vice President responsible for the department receiving the funding.

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<sup>1</sup> The definition of a sustaining grant can be found in Policy 510.