

# Board of Trustees of the Nebraska State Colleges

## Business and Finance

POLICY NAME: Grants & Service Agreements

POLICY NUMBER: 6704

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### **A. PURPOSE**

To document the process of applying for and accepting grants or entering into service agreements where the College will perform services for a third party.

### **B. DEFINITIONS**

1. **Grant** – A financial award provided to the College or the System Office for a specific project or purpose. Grants are typically awarded based on a competitive application process, and recipients are expected to use the funds for the intended purpose outlined in the grant award. Grants are often given to support initiatives that align with the goals and priorities of the grantor, such as research, education, community development, or social impact. Importantly, grants do not involve a direct exchange of goods and services between the grantor and grantee. Grants are unique from sponsorship agreements which are outlined in Policy 6405.
2. **Service Agreement** – An arrangement between a College and another party where the College agrees to perform certain services and may be compensated for the services.

### **C. POLICY**

#### **1. Applying for Grants**

The Colleges may seek support from non-state funds as available and as needed in their programs. Support may be from private, state or federal sources. Such support may be for current educational and general purposes, student loans, student employment, student grants-in-aid, research projects, capital outlay or other purposes.

Such funds will be sought and used only to the extent that the funds are not restricted in any way that interferes unduly with College or Board objectives and operational procedures.

#### **2. Grant Application Approvals**

## 2.1. Chancellor Approval

Applications for all grants shall be reviewed in advance by the Chancellor prior to the submittal of the application when possible. In cases where timing makes prior approval by the Chancellor impossible, the application will be submitted to the Chancellor for consideration as soon as possible thereafter. No grant may be accepted without approval of the grant application. Once the Chancellor has approved the application, the College will be notified, and the System Office will report the application to the Board at the next meeting.

## 2.2 Board Approval

Applications for grants which a) have as part of the agreement the obligation to accept fiscal responsibility in future years or b) which require maintenance of effort shall be approved by the Board prior to submittal of the application when possible. In cases where timing makes prior approval by the Board impossible, the application will be submitted to the Board for consideration as soon as possible thereafter. No grant award requiring Board approval may be accepted prior to Board approval.

## 2.3 Grant Details

Information provided to the Board and Chancellor relative to a grant application will include:

- Name of granting agency
- Purpose of grant
- Dollar amount being sought and source(s) of all funds
- Number of new positions to be funded from grant
- Amount of matching funds required
- Amount of in-kind funds required
- Source and amount of any other revenue obtained for the grant activity
- Time period of grant

## 2.4 Reporting Awards

The Colleges will report all grant awards to the Board at the next regularly scheduled Board meeting.

### **3. Service Agreements**

The Colleges may enter into service agreements with third parties to perform services and may receive payment in connection with the services. There are various types of service agreements:

- Any agreement relating to the staging or performance of any cultural, artistic, musical, scholarly, or recreational event (at home or away) involving payment to the College.
- Any agreement where services are provided to an external party, including, but not limited to, instruction, consulting, planning, technical assistance or program development courses.

#### **3.1. Reporting Service Agreements**

The Colleges will report service agreements that have a total value of \$25,000 or more over the term of the agreement, at the Board meeting following approval of the agreement. The report shall include the name of the third party, the service to be rendered by the college, the terms of the agreement, and the total amount to be paid by the third party.

### **FORMS/APPENDICES:**

None

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#### **SOURCE:**

**Policy Adopted:** January 1977

**Policy Revised:** March 1994, November 2006, July 2022, April 2024