

## **Get Ready to Manage Your Grant Budget (Post-Award)**

The Project Director (PD) or Grant Administrator must come prepared when they meet with the College Business Office (CBO) to review the grant award budget.

### **1. Obtain Banner and Websmart access.**

- a. The Dean (or your supervisor) fills out an ITS Service Request Form (online) to authorize Project Director access to Banner and Websmart.
- b. The District Office Grants Analyst will work with the College Business Office, after the Board has approved the grant funding, to set up the budget.
- c. The College Business Office will enable access to the budget you will be managing once the Dean and ITS have authorized you to use Banner and Websmart.
- d. Please refer to various training documents under Purchasing/General Services in the Downloads link of the SMCCCD District Portal for detailed Banner and Websmart reports and instructions. [Websmart and Banner Training Documents](#)
- e. In the portal, the following items are useful for grant managers:
  - a. [Websmart Instructions – Getting Started](#)
  - b. [Banner Navigation Basics](#)
  - c. [Banner Finance Screens and Reports](#)
  - d. [Banner Purchasing Screens and Reports](#)
- f. The College Business Office can provide training and on-boarding of project directors. Please contact the CBO to set up a customized training.

### **2. Understand how the FOAP is referenced for budget management.**

The Business Office will create a separate account, called a FOAP in Banner which is the College's information management and business operations software. Banner's acronym for the account FOAP stands for Fund-Organization-Account-Program.

After account numbers are assigned, access will be given to the Project Director to use when processing expenditures. Budget status information may also be viewed online. This number will be used throughout the life of your grant, unless your grant is federally funded.

There are four numbers for a grant account representing the FOAP, pronounced like “foe-app”.

- **Fund: Identifies the type of funding. Where did the money come from?**
  - Each grant is given a fund number that is determined by its granting source and whether it is a fiscal-year-only grant or a carryover grant. This numbering system allows District staff to monitor the grant and to access information in similar grants and contracts.

- **Organization: Identifies the department unit. Who is responsible for the money?**
  - This number determines the responsible administrator and allows that individual access to the accounts and to a combined monthly organizational financial statement.
- **Account: Identifies the type of transaction.**
  - The account assigned is determined by the purpose of the grant as set forth by the granting agency. Program numbers are assigned from the State approved listing. This number determines the program category for reporting figures to the State. For example, Faculty and Administrative Salaries (1000's accounts); Classified Salaries (2000's accounts); Benefits (3000's accounts); Supplies (4000's account); and Other Operating Expenses and Services such as conference expenses (5000's account).
- **Program: Identifies a function for expense categories.**
  - The District has a uniform account structure which is within the State required account code structure for the categorization of revenue and expenditures, assets, and liabilities. Student services, operations, counseling, professional development are types of functions.

### **3. Schedule an orientation meeting with the College Business Office.**

Please call Mary Chries Concha Thia, College Business Officer, at [conchathiam@smccd.edu](mailto:conchathiam@smccd.edu) or (650) 306-3243. The purpose of the initial meeting will be to a) orient you to Websmart and Banner, b) make sure the loaded budget is consistent with the award, c) clarify next steps and processes so you can manage the grant award.

### **4. Prepare the following documents for your meeting:**

- a. Bring the budget developed for the awarded grant.
- b. Bring the reporting requirements (both fiscal and program).
- c. Bring any information required to submit reports (e.g. what system is being used and how to access?)

### **5. Changes to your budget**

Budgets represent your best projection of what your expenditures will be in the coming year. However, it is sometimes necessary to adjust your budget to accommodate the actual expenditure needs.

The procedure for changing your budget depends on two things. One is the Funding Terms and Conditions (FT&C's) of your grant and two, whether you are moving funds from one category to another. Some grants require the funder's approval or grant amendment if the

change is over 10 percent of the total amount of the grant, some require approval if the change is over a certain percentage of the budget line item, and others do not require the funder's approval at all as long as the scope of the project has not changed. Check the FT&C's of the grant before making any changes. If approval from the funder is required you'll need to get written approval before submitting your budget change and before spending in the new category or above the budgeted limits.

Since grant proposals are basically projected work plans, and proposal budgets are projections of what will be needed to implement the plan, it is not unusual for things to change once work gets underway. Funding agencies understand this and allow grant recipients to make changes to varying degrees, without requesting their approval. Most grant contracts specify the types of changes that can be made with or without prior approval. Project Directors should make sure they know this at the onset of a grant.

If a PD wants to make a change that requires prior approval from the funding agency, he or she should notify the Dean and CBO for approval. Upon receiving approval, the PD will contact the Program Officer at the agency to request the change and its purpose. The grant agreement normally provides detailed procedures to follow. It is important to follow the exact procedures since grant agreements are legal documents and cannot be altered without official written approval.

Agency personnel will deliberate and officially approve or disapprove changes in writing. **No program changes may be made until official written approval is obtained.** This may take some time, so it is important to make changes as early as possible. The original approval letter is to be sent to the District's Grants Analyst Office and CBO, and the PD is to maintain a copy in their project files.