Simmons UNIVERSITY

Policy name: Managing Stewardship and Donor Relations Aspects of Philanthropic Grants

Effective Date: March 1, 2024

Policy Scope:

Developing and implementing appropriate post-award stewardship and donor relations processes for philanthropic grants is critical to (i) ensuring compliance with the donors' expectations and with Simmons' vision, values, mission, institutional priorities, policies, and procedures; and (ii) furthering the donors' renewed support.

The primary intended users of this Policy are the Provost's Office, the Office of Advancement (Advancement), the Finance Office (Finance), the Center for Faculty Excellence's staff (CFE), academic leadership, and all faculty and staff.

Policy Purpose:

This Policy is designed to ensure that post-award stewardship and donor relations processes for philanthropic grants comply with the donors' expectations, comply with Simmons' vision, values, mission, institutional priorities, policies, and procedures; do not cause any undue personnel-related burdens on the University, and further the donors' renewed support.

Responsibilities and Procedures:

I. ***Pre-Award/Submission Phase***:

A determination will be made as to whether the anticipated "contribution" is a philanthropic grant or is sponsored in nature. (The Advancement Office and CFE, with input from Finance and the Provost's Office as needed, will make the determination.) A written proposal, with a detailed scope of work and budget, will be submitted to the foundation or corporation. These documents will be reviewed and approved by all relevant parties,[1] including Operations and Finance, before submission.[2]

[1] Proposals should go through the Infoready process, and to the External Funding Priorities Committee, if required. Relevant parties include all people who are required as part of the internal review process through Infoready.

[2] If a philanthropic grant is received in the absence of a formal proposal and budget, the PI and other relevant parties will meet within the first few weeks to prepare a scope of work and budget and then follow the rest of this articulated process.

II. Post-Award Phase:

<u>If the contribution is determined to be a philanthropic grant</u>, the following stewardship and donor relations steps will be taken:

A. Within 30 days after receiving the award letter:

- Advancement will send an official acknowledgment letter to the foundation/corporation;
- Advancement will work with Finance to ensure that a new fund/account is set up;
- Advancement will send Finance the proposal and budget information so that Finance can set up a budget in the appropriate system;
- Advancement will similarly notify the PI, Department Chair, College Dean, Provost's Office, Operations staff (and other parties participating in the grant-funded activities) (collectively known as the "Interested Parties") to make sure that everyone is aware of the grant;
- Finance and Advancement will schedule a "launch" meeting for all Interested Parties. As part of this launch meeting, the following topics will be discussed:
  - [ ] Scope of work as well as the responsible parties;
  - [ ] The grant term period to ensure that indicated activities will be carried out on time;
  - [ ] Identification of the appropriate fund/account codes to be used;
  - [ ] Training, if needed, as to how to properly charge expenses to the correct grant code; and
  - [ ] How the Interested Parties can have access to view the expense report on an as needed basis.[3]

B. Grants Management Process:

The Advancement Office will schedule and facilitate quarterly check-in meetings with all Interested Parties for each grant. The purpose of these meetings is to discuss the progress of the scope of work, spending status (on track/under/over spending), address any challenges, and determine whether we will need to request a no-cost extension.

C. Stewardship Reports:

At least two months before the interim or final stewardship report is due, Advancement staff will convene a meeting with the PIs, a representative from Finance, other faculty and staff who are working on the grant-funded activities, Operations colleagues, and others as needed, in order to help facilitate the writing of the narrative report and the expense report so that they are submitted in a timely fashion.

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[3] This access to expense reports will be in addition to the monthly expense reports that Finance prepares and shares with the PI and others.

D. Closing Up the Grants:

Following the completion of the project or program that is supported by the philanthropic grant and the transmittal of the final stewardship and financial report to the donor, all spending under the philanthropic grant shall stop.

Upon completion of the program or project, relevant Operations staff, together with Finance, shall ensure that all recurring costs are moved to a different cost center and that the philanthropic grant's cost center is deactivated. Once the grant cost center is deactivated, Finance should notify Advancement so that Advancement can also mark the Fund as inactive.

Offices Responsible for this Policy:

The Advancement Office is responsible for writing, updating, and interpreting this Policy.

Related Policies:

Policy on Classification of Funds as Gift or Grants for GAAP financial reporting and
Policy on Classification of Funds as Sponsored or Philanthropic for Stewardship Purposes.