Procedures for grant solicitations and awards are as follows:

1. Only grants involving direct College financial support through cash or in-kind matching contributions will be affected by this policy.

2. The procedures for developing a grant proposal may be found in The Guide to Developing Grant Proposals located on the I Drive under the Institutional Advancement folder.

3. Grant solicitation and grant award acceptance will be treated separately. Each step will be reviewed by the appropriate Dean/Associate Vice-President, Vice-President or President.

4. The division/department sponsoring a grant solicitation or grant and shall be responsible for bringing the recommendation for approval to the appropriate Dean/Associate Vice-President, Vice-President or President.

5. It shall be the responsibility of the Principal Investigator (PI) to secure the advice and consent of the College President through the appropriate chain of command on grant solicitation and/or grant award decisions.

Procedures for grant budgeting and grant accounting are as follows:

1. The Principal investigator (PI) must identify all COM matching funds that are to be obligated for the grant prior to submitting it to the granting agency.

2. Grants shall be submitted for approval with sufficient lead time to allow for review by the sponsoring dean, the Vice-President of College and Financial Services, and the Controller.

3. All grants are to be approved by the College President prior to submission to a granting agency.

4. Prior to the expenditure of any grant or matching funds:
   a. The Principal Investigator (PI) shall submit a "line-item" budget to the Controller.
   b. All matching funds provided by the College shall be accounted for by means of an actual expenditure from a specific account number. The resulting expenditure shall be categorized as COM matching funds for the applicable grant.
c. It shall be the PI’s responsibility to assure that matching expenditures are made and that the required ratio of restricted to unrestricted spending is maintained.

d. Grant budgets will be aligned to the College fiscal year; therefore, it will be necessary to submit two budgets for grants involving two College fiscal years.

NAMING TRIBUTES

Purpose

The following guidelines are established to assure an appropriate reflection of the history of the institution as well as consistency, fairness, fitting recognition and good value in exchange for the honor or privilege of name association with a physical aspect of College of the Mainland.

It is the intention of College of the Mainland to honor and recognize outstanding support of the college through the naming of facilities, scholarships, fellowships, and endowments that support the mission of the institution.

The Guidelines set forth in this policy statement shall not be deemed all-inclusive.

Definitions

“Building or other college property” means a college, campus, wing of a building, major component of a building, auditorium, theater, performing spaces, atrium, prominent outdoor space, academic departments, non-academic departments, major academic centers and programs as well as institutes. This definition also includes a classroom, laboratory, exhibition space, small performance space, library room or space, administrative room or space, non-academic room or space, conference room, career placement room or space, small athletic room or space or facility, and collections of art or books. Such property may include but is not limited to pavers, benches, planters, fountains, gardens, equipment, musical instruments, artwork, and outdoor plazas. The above designations are not exhaustive, but are for illustration purposes only.

Guidelines for Naming Tributes

Gift Related Naming

i. The college may award Naming Rights for individuals or organizations making a “substantial gift” benefiting the college. The term “substantial gift” is defined by using a benchmark of 51% of the fair market value, subject to approval of the Board of Trustees.
ii. The college will take into account the significance and amount of the proposed gift as either or both relate to the realization, completion, or enhancement of a larger feature, building or major facility to the college.

iii. A donor’s gift may provide the funding for the portion of the total cost which would not have come from any other source such as federal or state loans or appropriations, student fees, bonds, etc.

iv. Each Naming Right will recognize the donor according to the level of gift and the size or scope of the enhancement, larger feature, building or major facility.

v. To name a new or an existing campus building or facility, 51% of the current fair market value of the existing campus building or facilities shall be used as a benchmark, subject to final Board of Trustees approval.

vi. For new or existing buildings and facilities, donations through pledges or other deferred giving shall qualify for naming rights when 75% of the donation is received by the college. If contributions consist of pledges, pledges should be paid as prescribed by the donor agreement unless authorized by the college President.

vii. To name an area, division, or section of a current building, such as a classroom or laboratory, foyer, athletic facility, plaza, garden, art feature or other building or environmental enhancement, a benchmark gift of 51% of the approximate appraised value of the area to be named will be required, subject to final College of the Mainland Board of Trustees approval.

viii. For a building or environmental enhancement, a benchmark gift of 51% of the approximate appraised value of the area to be named will be required, subject to the College of the Mainland Board of Trustees.

ix. Should the full amount of any pledged gift not be received as stated in the donor agreement, the College of the Mainland Board of Trustees reserves the right to cancel the plans for or remove the name from the campus facility or other naming.

x. Commitments made prior to adoption of this policy shall be honored.

xi. Naming Rights may not be awarded to any seated, elected or appointed official.
xii. When a gift from a corporation or organization is involved, the corporation or organization may be eligible to purchase a naming license for a period of time to be negotiated between the college and the donor. The terms and conditions of the designation, including the name to be displayed and the expected duration of the designation, will be specified in a written agreement between the college and the donor. At the end of the time period as prescribed in the donor agreement, the license may be renewed or offered to other donors.

B. Honorific

i. On occasion, the Board of Trustees may determine a naming opportunity should be bestowed on an individual or entity based on a long-standing relationship or significant involvement with the institution.

ii. Naming opportunities are limited and a very high standard should be applied in nominating honorees. Individuals whose nominations are based merely on professional achievements and/or long service that, while unusual or laudable, also are shared by significant numbers of other employees or volunteers, should be recognized in some other, more appropriate way. Normally, these accomplishments occur over an extended period of years but may also include an unusual or heroic activity during a shorter period of time.

iii. Over a period of time, the Board of Trustees may determine it is in the best interest of the college to replace an honorific naming with philanthropic naming.

Permanency of Names

A. When a gift from a family or individual is involved, a facility or space receives a designation that shall last the lifetime of the facility unless otherwise agreed, subject to the approval by the College of the Mainland Board of Trustees.

B. As modifications are made to property over time, situations may occur where it is in the best interest of the college to relocate, modify, or reallocate named college property. The individual or family involved in the initial naming may be offered an opportunity to retain the naming before any other naming gifts are considered. Should the donor decline, the college will have the option to seek funding from another donor for which the renovated area may be named. Recognition of earlier donors and honorees may be included where appropriate.
C. Demolition or significant renovation shall terminate the designation

D. Commitments made prior to adoption of this policy shall be honored

E. The college reserves the right, at its sole discretion, to terminate a Naming Right agreement without refund of consideration or gift, prior to the scheduled termination date, should it feel it is necessary to do so to avoid the college being brought into disrepute.

F. When a name is to be removed from an existing facility, approval shall be sought through the same procedures as are required for naming a facility.

Sign Design Guidelines

Plaques and other signage shall be of general uniform design to match other college signage and will follow the branding guidelines as prescribed by college standards.

Nominating Process

A. Honorific Naming

i. Proposals for honorific naming should be submitted to the President with a copy to the appropriate member of the college leadership team, depending on location of the naming request.

ii. The President will collaborate with appropriate college personnel and, if necessary, will form a review committee of employees and students to review.

iii. In consultation with the Office of Institutional Advancement, a proposal may be submitted to the College Board of Trustees for final approval.

B. Gift-related Naming

i. A person may contact the Office of Institutional Advancement with an initial idea to name a building or other college property, for preliminary review and clarification. This person must reduce the idea to a written proposal.

ii. The Office of Institutional Advancement forwards a written proposal to the President, who may give preliminary approval to proceed with the naming proposal or reject it. The Vice-President of College and Financial Services may conduct a review with emphasis on the costs associated with granting the naming rights including necessary legal or insurance expenses, facility preparation and maintenance expenses, signage costs, etc.
iii. After receiving preliminary approval, the Office of Institutional Advancement convenes the appropriate parties to finalize a recommendation for naming rights. The parties may include, but are not limited to the Vice President for College and Financial Services, the Vice President for Advancement, the college President, and external representatives, such as the College of the Mainland Foundation Board. Legal Counsel may also be included at the discretion of the President.

iv. The Office of Institutional Advancement makes the recommendation to the President.

v. The President may accept, amend, or reject a recommendation. If the President rejects the recommendation, the process returns to step 2 above and incorporates the President’s and/or the external group’s notes and commentary, or both, before being resubmitted to the President for another review, if appropriate. If the President accepts a recommendation, the recommendation is submitted to the Board of Trustees for approval.

A. The Vice President for Institutional Advancement shall administer this policy and reference it as appropriate in any written agreement or understanding regarding naming. The Office of Institutional Advancement shall also keep a complete record of all Naming Agreements and related documents.

B. Giving levels for the naming of physical property should be established through consultation among the College Board of Trustees, President, and Institutional Advancement staff.

C. The college President, upon advice and consent from the College Board of Trustees, may require that a background check be performed on a donor (living or deceased) or designee based upon particular facts and circumstances. If a background check is determined to be necessary, the donor (donor’s executor) or designee shall be required to sign an authorization allowing the background check.

D. Approval by the President in consultation with the Office of College and Financial Services and the Office of Institutional Advancement will occur before the initiation of any proposed development campaign to solicit private donations to name a building or other college property. This proposed development campaign shall include the property designated for naming, nature of the private donation, and other relevant information.

E. The Board of Trustees retains the exclusive right to name the facilities and property. The Board or college Foundation Board, or both, may reject any gift for any reason as a matter of absolute discretion.
F. Prior to approval, the College Board of Trustees shall have reasonable assurance that:

i) The proposed name shall bring additional honor and distinction to the college.

ii) Any philanthropic commitments connected with the naming shall be realized.

G. The decision of the Board is final.

Agreement

A written agreement between the college and the donor shall be prepared by the Office of Institutional Advancement. The agreement shall include the terms and conditions of the naming, including, but not limited to, the location, duration, and design. If the college fails to complete the project within the time frame in the agreement, the college must return the funds to the donor. Copies of the agreement shall be maintained by the college’s Facilities Office and the Office of Institutional Advancement.

Ownership of Gifted or Purchased Items

All named property is property of College of the Mainland.

Confidentiality

Authority for granting naming rights is reserved to the Board of Trustees and its action in this regard must be taken at a public board meeting. Representations, promises, or guarantees by college employees and Foundation employees regarding naming rights and opportunities are not binding on the Board of Trustees. To the extent permitted by law, out of respect for the individual, individuals, corporations, or organizations who may be recommended for naming rights or who may be proposing to invest in a particular naming opportunity, the nominating process and deliberations shall be held in confidence until such time as the President presents a recommendation for naming rights approval to the Board of Trustees. Any person or persons making a recommendation to the President or Board of Trustees shall exercise the utmost discretion and caution in communicating with potential donors.