



# Santa Fe College Rules Manual

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**Title: Office for Development**

**Rule 2.3**

General Authority: FS 1001.64  
Law Implemented: FS 1001.64; 6A-14.0261 FAC

Effective Date: October 17, 2001

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**Purpose:** To state the general functions of the Office for Development.

The Office for Development shall be responsible for and manage the activities associated with federal, state, and private grants and gifts. The office functions as an organizational part of the Office of the President. The Vice President for Development responds administratively to the President; the Associate Vice President for Development, Grants, and Projects responds to the Vice President for Development.

The Office for Development has administrative responsibility for identifying outside funding sources, securing such funds through project directors specifically identified with each project.

The Office for Development examines all proposals and contracts for all externally funded projects to ensure that they are consistent with College needs and objectives in compliance with federal, state, and College regulations. Each project is then individually presented to the Board of Trustees for approval. Federal, state, local, and private sources have been identified by the Board as appropriate to initiate new programs or to strengthen existing programs which would be difficult to launch or maintain through routine state funding procedures.

The staff of the Office for Development includes the Vice President for Development; Associate Vice President for Development, Grants, and Projects; Director for Development Services; Coordinator for Grants and Projects; Coordinator for Cultural Programs (SF Spring Arts Festival and SF Bradford Fest), and Associate Director for Development.

The responsibilities of the Office for Development include:

- A. Coordination and preparation of all federal grant proposals, including those federal programs that are administered through the Florida Department of Education.
- B. Coordination and assistance in preparation of all state grant proposals that are administered through Florida Department of Education, including those in vocational, adult, and community education.

- C. Coordination and assistance in preparation of all proposals to private foundations and associations.
- D. Coordination of special project activities that relate to the community which are deemed part of the College.
- E. Administration of the affairs of the Santa Fe College Foundation.
- F. Coordination of activities that relate to the attraction and solicitation of local and private funding and support through the Foundation.
- G. Establishment of a library for funding resources which will serve as an informational and data-gathering center for the College in reference to funding on a federal, state, and private level.
- H. Assistance to all members of the faculty and staff who wish to submit grant proposals.

Rule History

Revised October 2001 (410.315)  
Revised December 1990 (410.146)  
Revised February 1982 (410.95)  
June 1976 (410.58)