



Grants & Contracts Guidelines for Annual Reporting

Contracts: Competitive public and private funds in exchange for a service for the benefit of the funder; involves a request for proposal and/or bid process; funds are not continuous or guaranteed; usually one award per solicitation.

- Not to include Military Education

Grants: Competitive state, federal, regional and philanthropic funds involving a request for application or a request for proposal; funds are not continuous or guaranteed; often multiple awards from one solicitation. Funds are in exchange for the advancement/pursuit of research or enhanced programming for the public good and/or for a goal or audience identified by the funder but not directly for the funder.

- Not to include:
 - categorical funds from the State of California
 - Student financial aid grants
 - Continuous noncompetitive funds
 - State allocations

Funds that should not be included in annual Grants & Contracts reporting:

- Continuous
- Noncompetitive
- Categorical State funds
- Military Education
- Student financial aid grants
- State allocations (ex: Governor's IELM and Prop 20 Lottery Funds)

List of funds that should not be included in annual report: *(as of October 2017)*

AB1725 Staff Development	Lottery Funds
AB1725 Staff Diversity	Matriculation
Adult Ed Block Grants	Military Education
Basic Skills	Part Time Faculty
BFAP Admin	Program for Disabled – State
CalWorks	Prop 20
CARE	Puente Program
Deaf and Hard of Hearing	Student Equity Funds
EOPS	SSSP
Equity Plan	Strong Workforce
Governor's Instructional equipment and library materials (IELM)	TANF
I Can Afford College	Telecom & Technology
IELM Block Grant	Vets Admin Allowance
	Work Study