

Grants Applications

Procedures for requesting and managing supplemental funds:

1. The proposer of a supplemental fund project will:
 - (a) Contact the appropriate supervising Assistant Superintendent or the Chief Operations Officer early in the proposal development process for technical writing assistance and guidance in developing the project. A “notice of intent” memorandum for grants application, signed by both the proposer and the grants officer, will be filed with the grants officer. The only exclusions to this requirement are local grants with no salaries and benefits or resource commitments from the District in amounts less than \$10,000.
 - (b) Develop the proposal in collaboration with the appropriate teachers, administrators, support personnel, students and/or community persons, and other District offices or departments within the approved guidelines. Provisions for expediting the grants application process are available, and may be authorized by a member of Leadership Cabinet, in cases where there is a short timeline for grants proposal completion.
 - (c) Submit the proposal to the grants officer for review and signature of the appropriate District official at least ten (10) days prior to the submission deadlines. When less than ten (10) days for writing grants is available, authorization of the appropriate Assistant Superintendent is required. Federal and state grant applications for \$100,000 or more require the signatures of the Board of Education President and the Superintendent. All grant applications for amounts between \$10,000 and \$100,000 require the signature of the Superintendent or his designee. Grant applications for amounts of \$10,000 or less and, which do not include salaries for individuals or resource commitments from the District, may be signed by the school principal or a department head.
 - (d) Attach the authorized staffing and budget information to any proposal. Proposals that fail to adequately address the grants checklist will not be submitted for funding.
 - (e) Process proposals for local grants of \$10,000 or less, which do not require the approval of the grants officer, at the appropriate building or department level. This exclusion does not apply to federal or state funds or to grants that include salaries and benefits. The “Letter of Internal Intent” to apply for a grant form (DD-E2) must be on file with the appropriate Assistant Superintendent prior to making any grant application.
2. If the funding agency wishes to alter a grant proposal prior to funding, all personnel affected by the change will be informed of negotiations between the grants project manager and the funding source.
3. Project funds received will be expended and accounted for in accordance with the District fund accounting system and personnel policies and procedures.

4. When a grant application obligates the District to in-kind services or any level of funding support, the proposal must be reviewed in advance by the Chief Financial Officer or his/her designee and the grants officer.
5. All grant applications of \$25,000 or more that qualify for indirect costs established by the state shall include them at the approved indirect cost rate unless otherwise approved by the Leadership Cabinet. Indirect costs are those elements of cost necessary in the provisions of a service which are of such nature that they cannot be readily or accurately identified with the specific service. Direct costs are those elements of cost which can be easily, obviously, and conveniently identified with specific activities or programs.

Adopted October 13, 2010