

Grants Management

The District encourages and is receptive to financial support from appropriate federal, state, local governmental and private grant-makers to aid in delivery, maintenance, and improvement of District and school educational, support or operational programs.

The term “grant” encompasses all federal, state, and local governmental, corporate or foundation *financial awards* that have *specific performance requirements or conditions* attached and that are *applied for* and *accepted* by the District.

St. Vrain Valley School District is the legal applicant and recipient for all grant funds applied for and received by all of its public schools, programs and departments. Contracts awarded to the District consequent to the receipt of a grant by another agency or institution are considered sub-award grants, and are subject to all of the same requirements as awards received directly by St. Vrain Valley School District. Grants applied for and received by individual District personnel for personal or professional development purposes are not subject to District policies unless they involve students, use of school property, or require the participation of other District personnel.

All proposals for supplemental funds shall be consistent with District goals, objectives and funding agency requirements. Supplemental funds typically are:

- (1) designated for, or restricted to, a specific purpose or student population,
- (2) received based upon a grant proposal for a specific project limited in scope and length, or
- (3) directed to certain uses as the result of a specific purpose donation.

To ensure the participation of the appropriate parties in the preparation and approval of proposals, the Superintendent has designated the following roles and responsibilities for grant administration:

Head of Grants: The Superintendent of Schools shall be the Head of Grants.

Grants Officer: The Chief Financial Officer shall be authorized by the Superintendent to be the grants representative for the District and should sign all federal and state grant applications over \$10,000 and under \$100,000. Grants over \$100,000 need Superintendent and Board of Education approval.

Grants Project Manager: The Grants Project Manager shall be charged with the responsibilities for reporting requirements, budget revisions, compliance with grants fiscal policy, annual reports and program evaluations of Designated Purpose Grant Funds. The Grants Project Manager may be the principal of the school, the supervisor of federal programs, curriculum supervisors or other designated staff members.

Grants Recipient: Grants recipients are those direct beneficiaries of Designated Purpose Grant Funds and/or competitive and foundation grants. Recipients may be the school district, the schools, or individual staff members who have applied on behalf of the school district and who utilize grant funds for the purposes of supporting school district activities.

The Superintendent shall establish procedures for grant administration (see Policy DD-R) and for review and approval of all grant applications. The Superintendent shall provide an annual report to the Board of all awarded grants.

Adopted October 13, 2010