Guilford County Board of Education

Procedure

Descriptor Term: **Grants Funding**		Descriptor: **DD-P**
Date Issued: October 14, 2008		

Purpose/Scope of the Procedure

Each year teachers, teacher teams, and district personnel analyze their needs and determine if these needs can best be addressed by additional resources. One avenue for securing additional resources is grant dollars. This procedure provides the requirements for special administrative approval of a grant proposal and application package and the guidelines to the project director /budget control agent regarding management of the grant award. Further this procedure provides guidelines for an annual reporting of all grants awarded. The annual report will be provided to the board by March 30 of each year.

GRANT COORDINATION EFFORTS: School and District

Any individual, school, or district initiated grant that involves the request or expenditure of district funds during the life of the grant or in subsequent years following the grant must be approved or reported at the district level. The responsibility for reviewing and approving grants that meet the aforementioned criteria will be managed by a District Grant Approval Committee.

In schools where grants are sought, principals will appoint a "grants coordinator" to act as liaison with district-wide efforts. That individual will attend regular meetings, provide updates and evaluation to the district office on existing grants, and manage a grant data base that will house all prospective grant efforts, and any approved grants.

District Grant Approval Committee Representation includes one person from each of the following areas: Academic Improvement Office, Curriculum and Organizational Development Office, Finance and Budgeting Office, and Human Resources Office. Representatives from these respective areas will be selected to this committee by their Cabinet member.

Criteria for Review:

<u>Grant proposals and applications with a budget or budgetary impact of less than $50,000</u>

1. Grant proposals and applications with a proposed budget or budgetary impact of less than $50,000 do not require special administrative approval and may be completed, approved and submitted by the appropriate designee.
2. All grants must be logged into a grant data base by the school Grants Coordinator, district Grant Writer or the designated Project Coordinator for the grant and approved at the level stipulated by the granting agency.

<u>Grants proposals and applications with a budget or budgetary impact of $50,000-$100,000</u>

1. Grant proposals and applications with a proposed budget of $50,000 or more must be submitted to the Grants Office for approval at least ten (10) days prior to the grant application due date.
2. The Grants Office in coordination with Finance will be responsible for reviewing the grant proposal and budget in order to verify sufficiency of the proposed budget, identify special reporting and/or audit requirements, flag possible cost absorption provisions, summarize the proposed budget according to current account number classifications and account for in-kind and/or matching funds required by the grant funding source.
3. Inaccuracies will be returned to the grant writer for correction. The grant proposal will not proceed further in the approval process until corrections are made.
4. The Grants Office will route the grant proposal to the District Grant Approval Committee for review and approval. The Academic Improvement Office will review the applications for program components and requirements. The Curriculum and Organizational Development Office will review the applications for alignment to curriculum and existing professional development initiatives. The Finance and Budgeting Office will review any identified purchases and purchasing requirements. The Human Resources Office will review staffing requirements if applicable.

<u>Grants proposals and applications with a budget or budgetary impact of $100,000 or more</u>

1. Grant proposals and applications with a proposed budget of $100,000 require each of the four criteria referenced above and the additional approval of the local Board of Education. A presentation must be scheduled through the Superintendent's office for placement on the board meeting agenda. The district Grant Writer, in collaboration with the Project Director for the grant, is responsible for submitting the agenda item, preparing the board packet and making the presentation at the board meeting.
2. In certain cases, grants receiving approval from the District Grant Approval Committee may be presented to the local Board of Education for approval via the consent agenda. The Grant Writer will provide a brief description of the grant program. The Grant Writer and Project Director for the grant are encouraged to attend the board meeting in order to address questions that may arise regarding the program.

Reporting and Accountability

Grant Awards of less than $50,000 are administered at the school/department level and should be accounted for through a general activity account as well as reported in the grants data base system. Reporting, invoicing and monitoring of expenditures and cash balances are the responsibility of the Project Director for the grant, school treasurer and the Grant Coordinator at the school.

Recipients of Grant Awards of more than $50,000 will submit budget information to the Finance and Budgeting Office. Funds may not be expended until final approvals are in place. The

Finance and Budgeting Office will notify the Grant Writer and Project Director for the grant when the award has been approved and account numbers established. The Project Director for a grant will notify the Grants Office of reporting required by funding agencies and will submit copies of all reports upon completion.

The Grants Office will produce an annual report for the local Board of Education that will include the following information about the previous year:

Major accomplishments of the Grants Office;

System-wide grant development activities; and

Number and variety of grant applications submitted to various funding sources by school-based personnel, administrative personnel, and others on behalf of Guilford County Schools.

The annual report will include a grant activity report from the grant data base detailing the grant application information including: recipients, project description, funding source, contact person, amount of funding applied for and awarded, and project / grant outcomes.