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 seeking additional resources. One avenue for securing additional resources is grant funds. This procedure provides the process for pre-approval and final approval of a grant proposal and application package. Further, this procedure provides guidelines for an annual reporting of all grants awarded. The annual report will be provided to the board by September 30 of each year.

Definitions

**Grant funds** are funds that are made available for charitable and/or educational purposes by a particular donor, either through an application process, request for proposal, or statements publicizing the availability of funds.

**Research Component** is any condition of receiving grant funds that requires the provision of data, the evaluation of a program, or the conduct of a research project.

**Budgetary Impact** is the amount of either revenue expected to be generated by a particular grant award or expense (including human resources and indirect costs) expected to cost GCS in order to comply with the grant requirements. The total Budgetary Impact is the total change to the revenues of GCS plus the total change to the expenses of GCS (not including expenditures of the grant revenue itself), over the life of the grant.

COORDINATION OF GRANT EFFORTS BETWEEN SCHOOL AND DISTRICT

Any individual, school, or district initiated grant must be pre-approved by the GCS Grants Office before drafting the application. The Grants Office may require that any grant be approved by the Grant Approval Committee and/or the Board if the grant involves an extensive Research Component or other specifications of concern. The Grants Office must require such approval if the proposed budgetary impact is $100,000 or more.

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 Grants Office on existing grants. The Grants Office will manage a grant data base that will house all prospective grant efforts, and any approved grants.
The Grant Approval Committee will be responsible for approving grant proposals of $100,000 or more or as directed by the Grants Office. The Grant Approval Committee Representation includes one person from each of the following areas: Academic Services Office, Finance and Budgeting Office, Accountability and Research Office, and Human Resources Office. The Grant Approval Committee will also include one representative from the Information Services Office and one representative from the Instructional Technology Office if the grant contains a technology component. Other areas may be added as warranted by the project scope. Representatives from these respective areas will be selected to this committee by their Cabinet members.

PRE-APPROVAL OF GRANT PROPOSALS

All grant applications and proposals must be pre-approved by the Grants Office. Individuals, schools, departments, regions, and divisions are directed to contact the Grants Office regarding pre-approval prior to drafting a grant application or proposal. The Grants Office will assess whether GCS is eligible to apply for the grant and any Research Component associated with the grant. The Grants Office is responsible for authorizing an individual, school, department, region, or division to apply for the grant. The Grants Office may require that a grant with a budgetary impact of less than $100,000 be approved by the Grant Approval Committee prior to final submission if the Grants Office has concerns about the extent of a potential Research Component or other specifications.

DISTRICT-LEVEL REPORTING AND APPROVAL

Once the grant application or proposal has been developed, the grant must be submitted to the Grants Office either for reporting purposes or approval. The Grants Office will coordinate the placement of grants on the Board of Education agenda for approval.

Grant proposals and applications with a Budgetary Impact of less than $100,000

1. Grant proposals and applications with a proposed Budgetary Impact of less than $100,000 only require approval by the Grant Approval Committee if the Grants Office requires additional approval due to the extent of the Research Component. Otherwise, these grants may be completed and submitted without additional approval.

2. All grant proposals must be accompanied by a request that the donor execute a GCS Grant Agreement Rider.

3. All grants must be logged into a grant data base by the school Grants Coordinator, district Grant Writer, the designated Project Coordinator for the grant, or the Grants Office and approved at the level stipulated by the granting agency.
Grant Proposals and Applications with a Budgetary Impact of $100,000 or more

1. Grant proposals that have a proposed Budgetary Impact of $100,000 or more, must be submitted to the Grants Office for approval at least ten (10) days prior to the grant application due date.

2. Grant proposals that, during the pre-approval process, were flagged due to the extent of the Research Component, must also be submitted to the Grants Office for approval at least ten (10) days prior to the grant application due date.

3. The Grants Office in coordination with the Finance and Budgeting Office and the Accountability and Research Office 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, identify elements of any Research Component, 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.

4. 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.

5. The Grants Office will route the grant proposal to the District Grant Approval Committee for review and approval. Each member of the Committee will review the grant proposal for specific issues:
   a. The Academic Office will review the applications for program components and requirements, alignment to curriculum and existing professional development initiatives;
   b. The Finance and Budgeting Office will review any identified purchases and purchasing requirements;
   c. The Accountability and Research Office will review requirements for data collection and analysis and estimate the amount of time required to complete research requirements;
   d. The Human Resources Office will review staffing requirements if applicable;
   e. The Information Services Office will review for compatibility and alignment with GCS network and product specifications, if applicable;
   f. The Instructional Technology Office will review for compatibility and alignment with GCS network and product specifications, if applicable.

6. The Grant Approval Committee will consider the benefits of the grant, the amount of resources offered by the grant, and the resources required to administer and comply with the grant. The Grant Approval Committee will vote on whether to approve the grant.

7. All grant proposals must be accompanied by a request that the donor execute a GCS Grant Agreement Rider.
Grant proposals and applications with a Budgetary Impact of $250,000 or more

1. Grant proposals and applications with a proposed Budgetary Impact of $250,000 or more require pre-approval by the Grant Approval Committee, as described above, and the additional approval of the local Board of Education.

2. The Grants Office will coordinate the placement of the grant on the Board of Education meeting agenda for review and approval.

3. The 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. 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.

4. All grant proposals must be accompanied by a request that the donor execute a GCS Grant Agreement Rider.

REPORTING AND ACCOUNTABILITY

Grant Awards of less than $100,000 are administered at the school/department/region/division 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/department/region/division.

Recipients of Grant Awards that have a Budgetary Impact of $100,000 or more 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, as well as the Grants Office, 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:

1. Major accomplishments of the Grants Office;
2. System-wide grant development activities; and
3. 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. The Annual Report will be submitted to the Board of Education no later than September 30 of each year and describe the prior fiscal year ending June 30.