

Board Policy Document

EDUCATIONAL PROGRAMS

Series 600

Policy Title: Grants - Application

Code Number: AR680.10

The following procedure describes how to apply for new, continuing, or amended grants from state, federal, and other funding sources, and how to submit plans to support Board and District programs and priorities. These procedures provide a mechanism to: 1) identify funds, 2) identify major additions or changes to existing grants, 3) describe funding distribution plans, 4) identify District priorities being addressed, and 5) obtain authorization to pursue and receive funds.

I. **Definitions**

- A. New grant funding assistance being requested for the first time for a new project or activity.
- B. Continuing Requests: 1) an extension of a funding or budget period for a project having no anticipated completion date, but for which support must be renewed each year, 2) an extension of a funding or budget period for a project initially funded for a specific time period, 3) a modification to a project which may result in a funding change, or 4) additional funds for a project previously awarded funds in the same funding or budget period.
- C. District Plan: Description of all goals, objectives, plans and resources which comprise the District's operation of a state, federal, or District program supported by a grant.

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II. Responsibilities of the Board and District Personnel

The responsibility to commit the District to new, continuing, or revised initiatives in excess of \$25,000 resides with the Board. Grant applications and plans will not be recommended for Board action without the prior approval of the Superintendent. Instructions for obtaining required approvals and processing application materials are contained within these procedures.

- A. District Program Personnel: Directors or his/her designee will have the responsibility to develop applications and plans for funds for ongoing grant programs as well as to explore the availability of additional funds for which the District may be eligible.

III. Processing Grant Applications

- A. The “Grant Application/Plan Approval Form F-1, Attachment A,” must be completed to obtain the Superintendent’s approval to place a new, continuing, or amended grant application or plan on the Board of Education’s agenda and to submit the application to the funding source. Section V of these procedures provides instructions for completing Form F-1.

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The procedure for processing grant applications or plans shall involve the following:

	Unit of Staff Responsible	Action
1	Originating Office or Director	Submits District Plan or grant application and Form F-1, with approval of Director Responsible for Programs to the Associate Superintendent. This must be submitted ten working days before the Board of Directors' meeting where approval will be recommended.
2	Associate Superintendent	Reviews goals, objectives, and activities for coordination with Board goals. Forward to Director of Finance.
3	Director of Finance	Reviews grant applications or plans and Form F-1. Materials should include federal or state requirements. Budget information and a detailed budget. Approves for further action and forwards materials to Superintendent.
4	Office of Superintendent	Reviews material. Indicates approval or rejection to the Associate Superintendent and Director of Finance.
5	Associate Superintendent	Returns all material to the Director Responsible for action and recommends grant approval for the Board or notifies the Director of the rejection.
6	Director Responsible for the Programs	Forwards Board agenda item to Superintendent.

Each of the offices involved in the approval process may seek clarification or necessary revisions from the originating office, or the Associate Superintendent, before indicating approval for further action.

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IV. Submitting Application Material

Once the Board has taken action to approve a grant application or District plan, the material can be submitted to the funding source or agency. Changes in documents should be reviewed by the Director Responsible for the Programs for accuracy of information and interpretation of policy. The grant application or plan must be signed by the Superintendent with a copy to each member of the Superintendent's cabinet.

Immediately after the Board has taken action (or following step 6 of the final approval process in the event it is necessary to submit an application prior to the Board taking action), the application cover page and other pertinent pages may be forwarded to the Superintendent for a signature. Signed materials will be returned to the originating office for mailing.

V. Instructions for Completing Form F-1

	Form Caption		Instructions
1	Name of grant for which the District is eligible	1	Insert the name used by granting agency
2	Federal or statutory basis or other basis of funding	2	Insert the enabling source reference
3	Office initiation request	3	Enter the office or school requesting the grant
4	Name and telephone number of contact person	4	Self-explanatory
5	New grant, continuing/amended grant	5	Indicate whether the grant is new, continuing, or being

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			amended
6	Timetable	6	Enter deadline date for submission to fund source, and date(s) for Board review
7	Funds requested	7	Enter total amount requested and the portion of the grant for (1) District and (2) grants
8	Request recommendation	8	Signature of Director of program area is required
9 & 10	Final Review and Approval	9 & 10	Sign-offs by Associate Superintendent, Director of Finance, and the approval of the Superintendent are required.