

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.

II. Responsibilities of the Board and District Personnel

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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. Director Responsible for Federal/State and Special Programs

The Director responsible for establishing standardized grant procurement procedures, disseminating information regarding potential new funding sources, coordinating the preparation of new grant applications and plans, and making recommendations to the Superintendent.

B. District Program Personnel -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.

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

	Unit of Staff Responsible	Action
1	Originating Office or Director Responsible for Federal/State and Special Programs	Submits District Plan or grant application and Form F-1, with approval of Director Responsible for Federal/State and Special Programs to the Assistant Superintendent for curriculum and

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		Instruction. This must be submitted ten working days before the Board of Directors' meeting where approval will be recommended.
2	Assistant 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 Assistant Superintendent and Director of Finance.
5	Assistant Superintendent	Returns all material to the Director Responsible for Federal/State and Special Programs for action and recommends grant approval for the Board.
6	Director Responsible for Federal/State and Special 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 Assistant Superintendent, before indicating approval for further action.

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

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for Federal/State and Special 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.

If a grant application must be submitted to the grantor prior to Board approval in order to meet a deadline, the Superintendent's signature must include a statement that Board action on the application is pending. A memorandum must contain the following statement: "Because of the deadline, this application has been submitted with a comment that if awarded a grant, acceptance is contingent upon approval of the Board at its next regularly scheduled meeting." In order for the Board to be aware that an application will be submitted prior to Board approval, the originating office must prepare a "Notice of Intent to Apply for Grant" and forward it to the Superintendent. Refer to Attachment B for format.

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	4	Self-explanatory

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	number of contact person		
5	New grant, continuing/amended grant	5	Indicate whether the grant is new, continuing, or being 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 Federal/State and Special programs is required
9 & 10	Final Review and Approval	9 & 10	Sign-offs by Assistant superintendent, Director of Finance, and the approval of the Superintendent are required.

Questions regarding these procedures should be directed to the Director Responsible for Federal/State and Special Programs.