



Book	School Board Policy
Section	CHAPTER 04 - (3) Administrative Regulations
Title	AR 428.4: Revenue - Supplemental Funding
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Status	Active
Cross References	428.4 * - Policy 428.4: Revenue - Supplemental Funding 428.4 - Appendix A - AR 428.4: Revenue - Supplemental Funding - Appendix A: Grant Selection Criteria Form.
Adopted	December 20, 1988
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Purpose

This regulation defines the process for submitting and accepting grants and collaborative projects that involve the district to ensure:

- 1) they are consistent with district policies, priorities, regulations, and commitments; and
- 2) they are within the district's capability to accomplish.

Definitions

A. Grants

The term "grant" encompasses all awards of money or property that have specific performance requirements and are requested and/or accepted by the district.

1. Regular Grants

Regular grant requests are made by district staff for over \$5,000 in money or property in which the named recipient is the district (or a school or program of the district). Regular grants should support the mission and goals of the district and must be approved by the Grant Review Committee (GRC) prior to submission.

2. Small Grants

Small grant requests are made by district staff for \$5,000 or less in money or property in which the named recipient is the district (or a school or program of the district). Small grants should support the mission and goals of the district and must be approved by the director of grants, resources, and strategic partnerships prior to submission.

B. Collaborative Projects

Collaborative projects are projects in which the district is not a grantee, but a partner.

Roles and Responsibilities

A. Grants, Resources, and Strategic Partnerships Department

The grants, resources, and strategic partnerships department facilitates the process of obtaining grants and entering into collaborative projects that support district priorities, and will perform the following related duties:

- provide oversight of district grants and technical assistance to grant managers;
- assist district staff in locating funding sources;
- submit to the school board an annual grant funding forecast of all anticipated formula grants and, when known, competitive grant opportunities from local, state, federal, and supplemental funding sources;
- prepare and submit regular competitive grant applications and support the preparation and submission of small competitive grant applications and all formula grant applications;
- coordinate the grant review process for all grants;
- review and provide technical assistance with small grants;
- approve or disapprove submission of small grant applications; and
- coordinate collaborative grant applications with other agencies.

B. Grant Review Committee

1. Membership: The Grant Review Committee (GRC) consists of representatives from the following areas:

- assistant superintendents;
- accounting services;
- federal programs;
- human resources;
- information and technology;
- teaching, learning, & professional development;
- research and accountability; and
- grants, resources, and strategic partnerships.

2. Responsibilities: The GRC is delegated authority by the superintendent to review all regular grant proposals and approve for submission. The GRC reviews all grant awards and forwards to the school board, those recommended for acceptance. The GRC will perform the following tasks:

- provide input on the needs of the district that may be addressed by grant funding;
- review potential funding opportunities that may address district needs and district priorities and recommend whether or not to pursue them;
- provide information on district policies and practices to answer technical questions about such issues as hiring policies, salary schedules, and school scheduling;
- assist in identifying resources that may be helpful in developing projects or serve as a resource during project development;
- review project ideas and/or proposals that involve the district prior to submission of a proposal to a funding source;

- assist in identifying project weaknesses and recommend possible solutions;
- approve or disapprove regular grant submissions;
- if a proposal is funded, recommend it to the school board for approval or disapproval; and
- review and recommend approval or disapproval of requests for collaborative projects with other organizations.

3. Meeting Schedule: The GRC meets bi-monthly. A schedule of meeting dates will be available from the director of grants, resources, and strategic partnerships, who may also call special meetings.

Grant Process

A. Regular Grants Submission

1. Regular grant proposals must be approved by the GRC prior to submission to the funding source.
2. After review, the GRC may approve submission of the proposal to the funding source, approve with modifications, or deny the proposal.
3. If the grant is approved for submission, the director of grants, resources, and strategic partnerships will submit a memo to the school board at least once each semester to include the funding source, grant purpose, number of FTEs, and requested financial amount.

B. Small Grants Submission

1. Small grant proposals must be approved by the director of grants, resources, and strategic partnerships prior to submission to the funding source.
2. District staff who wish to submit a small grant request to funders must follow the district's small grant process and submit the application form for review and approval. No later than three (3) weeks before the grant deadline, one copy of the proposal and the small grant application form, signed by the principal/director, must be submitted to the grants, resources, and strategic partnerships department for review.
3. If technology support, software/hardware, or school facilities are part of the grant project, the small grant application form must be accompanied by a memo stating the executive director of information and technology and/or the executive director of facilities has reviewed the project and found it acceptable. The memo must be signed by the appropriate executive director or designee.
4. The director of grants, resources, and strategic partnerships, using the grant selection criteria and in consultation with GRC members and/or other relevant staff, will review the proposal. Additional information or clarification and/or required changes to the project may be requested before a decision is made.
5. If the proposal is approved, the applicant may submit the proposal.
6. If the proposal is not approved for submission, it will be returned with reason(s) for denial.

C. Regular and Small Grants Acceptance

1. When a small or regular grant proposal or collaborative project is funded, the recipient must notify the director of grants, resources, and strategic partnerships so the proposed project may be brought to the GRC for review.
2. If the funded grant contains changes from the original proposal (i.e., new requirements, awarded amount), the director of grants, resources, and strategic partnerships must receive one (1) copy of the changes at least three (3) days prior to the GRC review meeting.
3. The review process will examine the grant in the following areas:

- a. changes in district priorities or programs that may negatively affect implementation if the grant or collaborative project is accepted; and
 - b. what effect grant revisions (if any) have on the proposed program or program budget.
4. After review, the GRC may or may not recommend the school board approve acceptance of the grant. The director of grants, resources, and strategic partnerships will write the board note with the GRC's recommendation and add it to the next board agenda. The board note will contain the grant name and purpose, funding source, FTEs, award amount, and proposed activities.

Collaborative Projects Submission and Approval Process

A. Submission

1. For collaborative projects, the relationship between the school district and the collaborator must be clearly defined prior to submission to GRC. A written agreement should include information such as the following, as appropriate to the individual project:
 - goal(s), objective(s), and activities of the grant project;
 - a clearly stated process for monitoring and evaluating the project;
 - objectives for collaboration, the roles, responsibilities, and commitments of each partner, and the expected outcomes;
 - accountability and performance milestones that will be used to ensure the goals of the collaboration are met;
 - a clearly defined management and decision-making structure of the collaboration; and
 - a clearly stated process for monitoring, evaluating, and terminating the collaboration.
2. Project developers may be required to attend the GRC meeting at which their project is discussed to present their information and answer any questions the GRC may pose.

B. Approval

1. After review, the GRC may approve, approve with modification, or disapprove the collaborative project. The director of grants, resources, and strategic partnerships will forward all collaborative projects and the GRC recommendations to the superintendent.

See also AR 428.4: Revenue - Supplemental Funding - Appendix A: Grant Criteria and School Board Policy 428.4: Revenue - Supplemental Funding.

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