

428.4 Grants Submission and Acceptance Process

Purpose:

This regulation defines the process for reviewing and accepting proposals and grants that involve the District to ensure that 1) they are consistent with policies, district priorities, regulations, and commitments, and 2) they are within the District's capability to accomplish. "Grants" are defined as awards of money or property gained by the District through a response to a request for proposal from a funding source.

Types of Grants

A. Regular Grants

Regular grants are requests for over \$5,000 in money or property made by the District to funding agencies to support the mission and goals of the District. Regular grants are reviewed by the grants review committee (GRC) and must be approved by the Board of Education prior to submission as well as comply with applicable Fairbanks North Star Borough policies.

B. Small Grants

Small grants are requests made by district staff for \$5,000 or less in money or property to funding agencies to support the mission and goals of the District. Small grants must be approved by the director of grants and special projects prior to submission.

Roles and Responsibilities:

A. Grants and Special Projects Department

The grants and special projects department facilitates the process of obtaining grants that support district priorities, and performs the following grant submission and approval related duties:

- provides oversight of district grants and technical assistance to grant managers
- assists district staff in locating funding sources
- coordinates district grant review process
- prepares competitive and formula grant applications that are over \$5,000
- reviews and provides technical assistance with small grants which are \$5,000 or less
- reviews and approves or disapproves small grant submissions
- coordinates collaborative grant applications with other agencies



B. Grant Review Committee

1. Membership: The Grant Review Committee (GRC) consists of representatives from the following areas:
 - research and accountability
 - assistant superintendents
 - accounting
 - federal programs
 - grants and special projects
 - human resources
 - technology
 - curriculum and instruction

2. Responsibilities: The GRC forwards grant applications, collaborative requests, and awards to the Board that are recommended for submission or acceptance. This entails the GRC perform the following tasks:
 - reviews project ideas and/or proposals that involve the District prior to submission of the proposal to a funding agency
 - assists in identifying project weaknesses and recommends possible solutions and ways to strengthen them
 - reviews potential funding opportunities that may address district needs and district priorities and recommends whether or not to pursue
 - recommends approval or disapproval of proposal submission to the Board and funding agency
 - recommends, if the proposal is funded, that it be accepted or rejected by the District
 - provides input on the needs of the District that may be addressed by grant funding
 - provides information on district policies and practices to answer technical questions about such things as hiring policies, salary schedules, school scheduling
 - assists in identifying resources that may be helpful in developing projects or serve as a resource during project development
 - Reviews and recommends approval or disapproval of requests for collaborative efforts with other organizations on grant funded projects

3. Meeting Schedule: The GRC meets bi-monthly. A schedule of meeting dates will be available from the director of grants and special projects. Special meetings may be called by the director of grants and special projects to accommodate short proposal timelines.



C. Grant Submission

1. Regular Grants

- a. Regular grants must be reviewed by the GRC prior to submission. If the grant is not generated by the grants department, the project developers/writers must contact the director of grants and special projects to provide sufficient information about the project and the district's commitment to present to the GRC. The information, in written narrative, must include, but is not limited to:
 - The goal(s), objective(s), and activities of the grant project
 - A clearly stated process for monitoring and evaluating the project
 - The roles, responsibilities and commitments of the district
- b. The project information will be presented by the director of grants and special projects, or if applicable, by the project developers, to the GRC for review. The grant selection criteria will be used as a guideline to review the grant and/or collaboration request.
- c. If the GRC requests additional information or requires changes to the project design, and the project developer(s) is not at the GRC meeting, the director of grants and special projects will direct requests to the project developers and facilitate the answers to be presented at the next GRC meeting. This allows the project developer(s) to make changes requested or required by the GRC. This process may be repeated as necessary for the GRC to make a recommendation to approve or disapprove the project for grant submission.
- d. After review, the GRC may recommend that the Board approve submission of the proposal to the funding agency. If this is the case, the director of grants and special projects will include the funding agency, purpose of grant, dollar amount, and number of FTEs in the board note that is included bi-monthly as part of the board agenda. No proposal over \$5,000 may be submitted to a funding agency without board action.
- e. After review, the GRC may find that the proposal is not acceptable for submission. In this case, the proposal will be returned with reasons for denying approval.



2. Collaborative Efforts

For grants in which the District is a collaborator, and not a grantee, the relationship between the District and the collaborator must be clearly defined through the following information:

- 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.
- A clearly stated process for monitoring, evaluating, and terminating the collaboration.

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.

3. Small Grants

- a. District staff who wish to submit small grant(s) that involves commitment of district resources and/or support are responsible for scheduling them for review by the director of grants and special projects prior to submission to the funding agency.
- b. No later than three 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 and special projects department for review.
- c. If technology or school facilities are part of the grant project, a memo, signed by the executive director of technology and/or the assistant superintendent for facilities must accompany the small grant application form. The memo must state that:
 - i. The technology director or designee has reviewed the physical capabilities of the area involved and no additional wiring or electrical will be needed to implement the grant beyond what is provided through grant funds.
 - ii. If facility construction is part of the grant, the project is acceptable.



- d. The director of grants and special projects, using the grant selection criteria and in consultation with GRC members, reviews the proposal. Additional information or clarification and/or required changes to the project may be requested before a decision is made.
- e. If the proposal is not acceptable for submission, it will be returned with reason(s) for denial. If it is approved, the applicant may submit the proposal.

D. Grant Acceptance

- 1. When a proposal is funded (i.e., granted), regardless if it is a regular or small grant, the recipient(s) need to notify the director of grants and special projects so that the item may be brought to the GRC for acceptance review. If the funded grant contains changes from the original proposal by the funding agency (i.e., new requirements, awarded amount), the director of grants and special projects must receive one (1) copy of the changes prior to the GRC review meeting. The grant project manager should plan to attend this review meeting.
- 2. The review process will examine the grant in the following areas:
 - a. Changes in district priorities or programs that may negatively affect grant implementation if the grant is accepted
 - b. What effect grant revisions (if any) have on the proposed program or program budget
- 3. After review, the GRC may recommend that the Board approve or not approve acceptance of the grant. The director of grants and special projects will write the board note with its recommendation and add it to the next board agenda. No grant may be accepted or initiated without board action and Fairbanks North Star Borough approval, if applicable.

Approved: December 20, 1988

Revised: March 13, 2006

Revised: September 8, 2010



Grant Selection Criteria

District Mission and Impact	
How does the grant support the district's core mission of providing an excellent and equitable education in a safe, supportive environment so all students can become productive members of a diverse and changing society?	
Which district initiatives and/or commitments does the grant support?	
How does this grant complement or conflict with other initiatives?	
How are districts/agencies outside the FNSBSD involved? <input type="checkbox"/> Sub-award <input type="checkbox"/> Partner (no monetary exchange) Proposal will be submitted by <input type="checkbox"/> FNSBSD <input type="checkbox"/> Other district/agency	
If the grant is received, what is the ultimate benefit to the district? Does this grant provide assistance to parts of the district's core mission that have been traditionally neglected?	
What is the potential grant amount, and is it sufficient to fully fund the project? What is the grant period?	
What prerequisites must the district meet before the proposal is written?	
Does the grant require matching funds or in-kind?	
Level of Effort	
How long will it take to write the grant, and who should be involved?	
What is the probability of receiving the grant?	
Are there other grants that should be considered? If so, list.	
Impact on Schools and Central Office	
How many schools and students will be impacted?	
How will buy-in be achieved at the school-level?	
Who will manage the grant if received? <input type="checkbox"/> current employee <input type="checkbox"/> new employee <input type="checkbox"/> combination <input type="checkbox"/> other district/agency	



ADMINISTRATIVE REGULATION

Impact on Schools and Central Office	
Which special interest groups are included or excluded? <input type="checkbox"/> SPED <input type="checkbox"/> ELL <input type="checkbox"/> Other	
What current grant/other extraordinary commitments do schools have during the time period of the grant?	
Is central office required to furnish any of the following: <input type="checkbox"/> space <input type="checkbox"/> computer <input type="checkbox"/> scanner <input type="checkbox"/> supplies <input type="checkbox"/> phone <input type="checkbox"/> photocopier <input type="checkbox"/> other _____	
What are the space requirements to comply with the grant and is this space available?	
Are any physical changes to our facilities required to comply with the grant? If so, are the resources and time available to accomplish this, and how does it impact existing programs and space needs?	
Type and number of positions required <input type="checkbox"/> Exempt _____ <input type="checkbox"/> ESSA _____ <input type="checkbox"/> Certified _____ <input type="checkbox"/> Contract _____ Who will supervise position(s)?	
Training and Travel	
How often is travel required and who is required to travel? <input type="checkbox"/> District administration <input type="checkbox"/> Project/program director <input type="checkbox"/> Evaluator <input type="checkbox"/> School administration <input type="checkbox"/> Teachers <input type="checkbox"/> Other	
What are staff development needs and/or requirements and who will provide?	
Does the grant require teacher pull-outs? What is the impact on district subs? Will stipends be offered?	
Evaluation	
What is the scope of evaluation required? What percentage of grant funds will be used for evaluation?	
The evaluation will be completed <input type="checkbox"/> in-house <input type="checkbox"/> externally What data need to be collected?	
Sustainability	
Is the project sustainable? If so, what resources will be required of the district when the grant terminates?	

