

Grant Process

School Board policy 6110 governs the grant process and states in part: *The Superintendent shall review new grant funding opportunities including Federal, State, and private sector grants, and prepare proposals for programs s/he deems would be of aid to the students of this District. The Superintendent is hereby authorized to approve and execute each such proposal for any amount up to \$250,000. School Board approval shall be required for each such proposal in excess of \$250,000 prior to its submission. In cases where the timing of Board meetings and proposal due dates do not allow for prior Board approval, the Superintendent may approve and execute the proposal and Board approval will be requested at the next regularly scheduled Board meeting. The Board may require withdrawal of any proposal submitted under these circumstances where the Board does not approve the proposal. The Superintendent will submit semi-annual reports to the Board summarizing grant proposals during the previous six (6) month period that were funded for amounts of \$250,000 or less.*

Applying for a Grant

School Board employees seeking funding from external sources other than the Education Foundation must obtain Superintendent or School Board approval prior to submitting a grant proposal or contract. School based personnel should complete the following

4 Step Pre-Submission Process:

- STEP 1.** Complete the grant application/proposal or contract.
- STEP 2.** Submit a copy of the grant application/proposal or contract to the school's principal for review and approval. The principal sign the application or write a memo to the Director of Special Projects, indicating she or he is aware of and approves of the grant application's submission.
- STEP 3.** Complete either a Board Approval Request (for grants \$250,000 or more) or Superintendent's Approval Request (for grants less than \$250,000). These forms should be completed electronically and e-mailed as an attachment to conagem@pcsb.org. Print a hard copy to keep for your own future reference.
- STEP 4.** Submit the copy of your final grant application/proposal along with the principal's memo to the Special Projects Office, Administration Bldg. You will be notified when the application has been approved and may submit the application to the funding agency.

Grant Award Process

When the grant is awarded, school-based personnel should follow the following **Post-Award Process:**

- STEP 1.** Send the check and a copy of the award notice to the special projects office, Administration Building.
- STEP 2.** The funds will be deposited and a project number assigned. A TERMS account based on the budget in the initial application will be set up for the project.
- STEP 3.** The school bookkeeper and grant awardees will be notified when the TERMS budget is completed and funds are available.
- STEP 4.** Grant awardees should follow district procedures to spend funds as outlined in the grant application.

All grants must be processed through the district's Special Projects Office

All grants must have Superintendent or Board approval.



Questions?
Contact the Special
Projects Office at
588-6299.