

Competitive Grant Procedures

1.0 Completion of Grant Application

1.1 Grants less than \$10,000

The prospective Grant Point of Contact shall be responsible for completing the application documentation. The Grant Coordinator will be available as a resource to assist with the application process.

1.2 Grants greater than \$10,000

The prospective Grant Point of Contact in conjunction with the school division's Grant Coordinator, shall be responsible for completing the application documentation.

2.0 Approval and Acceptance of Grant Application

2.1 Approval of Grant Application

The Grant Coordinator must approve all applications for grant funds. Requests for this approval shall be made by completing and submitting a *Grant Approval Form* to the division's Grant Coordinator. The Grant Point of Contact must submit the *Grant Approval Form* and receive written approval prior to submitting a grant application. Grant Point of Contacts need to plan accordingly as it may take up to 5 business days to secure written approval for Grant Applications from the Grant Coordinator.

The Grant Coordinator may submit grant proposals/applications for funding prior to approval by the School Board, but no such proposal/application shall be binding on the School Board without its approval.

2.2 Formal Acceptance of Grant greater than \$10,000

Formal acceptance of the grant must be made by the School Board at a regularly scheduled meeting. The Grant Coordinator is responsible for scheduling this item on the agenda of the School Board meeting. The Chief Financial Officer shall prepare a budget amendment if necessary. When any grant is awarded to the school division and accepted by the School Board, a copy of the grant agreement or contract shall be sent to the Grant Coordinator. Once formal acceptance has been made, the grant recipient will be responsible for completing and submitting a grant spending/budget plan to the Grant Coordinator. The Director of Budget and Payroll shall establish necessary accounting controls and accounts.

3.0 Responsibility for Expenditure of Grant Funds

3.1 Grants less than \$10,000

Grant fund awards totaling less than \$10,000 will be held in a school-based SAF account. The building administrator and Grant Point of Contact are responsible for ensuring that grant funds are expended in accordance with the grant regulations.

3.2 Grants greater than \$10,000

Grant fund awards totaling more than \$10,000 will be held in division accounts. The Grant Point of Contact is responsible for ensuring that grant funds are expended in accordance with the grant regulations. The Grant Coordinator with assistance from the Chief Financial Officer will be responsible or monitoring all grants to provide additional assurance that all major compliance provisions are met. The Grant Coordinator will also assist the Grant Point of Contact in the preparation of any grant

program reporting requirements.

4.0 Maintaining of Files

The Grant Coordinator will maintain a database of Grants as well as complete files on all grants to include the completed Grant Approval Forms.

5.0 Preparation of Financial Reports and Reconciliation of Reimbursement Requests

5.1 General Requirements for Direct Grants less than \$10,000

Grant Point of Contact or school/department bookkeeper shall prepare the required financial reports, if applicable. A copy must be sent to the Grant Coordinator for review and filing.

5.2 General Requirements for Direct Grants greater than \$10,000

Grant Point of Contact in conjunction with Grant Coordinator and Senior Financial Analyst shall prepare the required financial reports, if applicable. A copy must be sent to the Grant Coordinator for review and filing.

5.3 General Requirements for Reimbursable Grants

All grant reimbursement requests are to be prepared by the school/department bookkeepers and forwarded to the Senior Financial Analyst for review. The Senior Financial Analyst shall approve and process all reimbursement requests. All reimbursement requests shall be prepared on a monthly basis. Reimbursements for the end of the fiscal year should be submitted no later than the 15th of June.

6.0 Contents of a Complete Grant file

The school division policy is to maintain complete grant files. A complete grant file shall contain the following, at a minimum:

- 1) Grant Approval Form
- 2) Complete Grant Application
- 3) Written notification of Grant Award, CFDA number (if applicable) and the funding source
- 4) List of major compliance provisions
- 5) Contracts for work done under the grant, including change orders
- 6) Bid documents
- 7) Advertisements
- 8) Reference to School Board meetings where any aspects of grants were discussed
- 9) Reimbursement requests with original documents supporting all expenditures, if applicable
- 10) All pertinent correspondence
- 11) Letter from Grantor finalizing grant

7.0 Audit Requirements

The Chief Financial Officer prepares “Schedules of Federal & State Assistance” on an ongoing basis – final schedule submitted to the external auditors.

8.0 Definitions

Grant Point of Contact

The person(s) desiring the grant funds for a project

Grant Coordinator

Amber Belako, Communications Specialist & Grant Writer

Competitive Grants

Those grants that are actively sought by the school division as a source of additional revenue. These Grant Procedures do not apply to the following Renewable Grants:

- 1) Title I Part D
- 2) State Operated Programs – Regional Juvenile Detention Center
- 3) Head Start
- 4) Bridges
- 5) Adult Literacy Services (English Literacy Civics, General Adult Education, Race to GED, Corrections & Institutions)
- 6) Project Graduation
- 7) Carl Perkins
- 8) Middle School Teacher Corps
- 9) Title VI-B IDEA Part B Section 611 – Special Education
- 10) Title VI –B IDEA Part B Section 619 – Special Education Preschool
- 11) Title I Part A- Improving Basic Programs
- 12) Title II – Improving Teacher Quality
- 13) Title III- Limited English Proficient
- 14) IDEA Interpreter Training and Evaluation