

Grant Application Process

The District Office is ready and willing to help staff obtain grant funding. In fact, the CCSD School Board has communicated that one of its financial priorities is to increase funding from non-tax resources, which would come from private donors, foundations, etc. However, proper procedures should be followed – in summary,

no external entity should see a document requesting money that the district's own leadership hasn't seen.

District leadership should control the message we send to the outside world and ensure consistency. A grant application is a marketing tool, and if not done correctly, can inadvertently convey a negative message. And because we are a school district, we **MUST** ensure that there are no spelling, grammar, or punctuation errors. The district now has a half-time Grant Coordinator on staff to help with writing grants and guiding staff through the application process.

Set your timeline: **your personal due date should be about a week before the application is due** to the grantor/donor/funder. The materials you will be submitting to the grantor/donor/funder will be reviewed by District Office staff, and there will be questions for you to answer. *Almost every grant request will need to be edited, so you will need to submit your draft materials to the District Office at least 4 business days prior to its official due date.*

For the District to be considered grant-worthy long into the future, we must ensure that donated resources are appropriately managed. This means not only that the money we receive is spent according to donor desires and requirements, but that we don't request funds *at all* unless we have gone through a process to make sure we're being responsible. For example, we will be considering:

- Does the request align with Board priorities and the strategic plan for the district as a whole?
- Is the request consistent with organizational objectives?
- Do we need supporting infrastructure, technology, or staff to carry out the purpose of the grant?
- Have we considered additional costs such as software, installation, shipping, and training?
- Will the district be required to provide "matching" funds or "in-kind" donations to the project?
- Are we making other requests to the same donor? If so, do we need to prioritize?
- Is another project in the works that might conflict with this proposed project?
- If personnel costs are being paid from the grant, are there labor contract implications and/or labor law issues?
- Do the budget figures look accurate and reasonable?
- When the funds are depleted, what is the plan?
- Does the Building Principal or Department Manager know about the request, and do they support it?

The staff member initiating a grant application will fill out a Grant Application Form located here:

[Grant Application Form](#)

Before approving the grant application, **Director of Business and Finance** will –

- Initiate a Grant Information File
- Request additional information from appropriate people:
 - Maintenance
 - Technology
 - Instructional Services
 - Special Education
 - Nutrition Services
 - Transportation
 - Payroll / HR
 - Building principal
- Notify the Grant Coordinator to assist with writing and gather more information
- Review the budget for accuracy and reasonableness
- Determine whether there is a matching requirement, and whether we are able to comply

- Find out if we can charge an indirect fee, and if it would make sense to do so
- Find out if this is a new grant/donation or a renewal
- Assign a Fiscal Services staff member as the Grant Accountant
- Document all information gathered in the Grant Information File (in f:\Grants\Grant Applications)

The **Grant Coordinator** will –

- Contact the person initiating the grant application
- Assist with writing the grant application and gathering data
- Request assistance with budgeting/financial information
- Document all information gathered in the Grant Information File
- Save the grant application and all related materials with the Grant Information File
- Upon award of the grant,
 - Celebrate
 - Work with requester and grant manager to ensure:
 - Personalized thank-you card is sent
 - Tax-deductible status letter is sent
 - Media is notified
 - Facebook update is posted
 - Board Secretary is notified (for inclusion in Board packet)
 - Notify any departments identified as impacted by the project approval
 - Check with Grant Accountant to help with any questions or missing information
 - Make sure everyone with a future compliance responsibility is aware and ready

The **Grant Accountant** will –

- Decide whether we already have a fund or set of GL accounts to use, or if we need to set up new
- Review the budget, determine which account codes need to be set up, and whether we need a BCG
- Create and post budget JE if necessary (from 201 pool?)
- Communicate account numbers to appropriate staff (building/department secretary, etc.)
- Determine if funds will be provided in advance, or on a reimbursement basis
- Document the operational time period of the project/grant if not in the application materials
- Be aware of the deadline for funds to be spent; communicate with grant manager
- Figure out the ongoing reporting requirements, and ask the grant manager what we can do to support them in complying (set up reminders)
- Document all information gathered in the Grant Information File
- Assist with ongoing grant activities

The **Grant Manager*** will –

- Make arrangements for expenditure of funds
- Complete all ongoing requirements
- Request assistance from Fiscal Services for financial data
- Ensure that all grant money is fully expended and in accordance with donor restrictions/requirements
- Complete payroll forms if personnel costs are to be paid from grant funds
- Provide data to Instruction Services if required

*The “Grant Manager” can be any staff member who is the designated leader in charge of the project that is funded by a grant. This should only be ONE PERSON who is ultimately responsible. The Grant Manager can delegate specific tasks as appropriate and necessary. If the Grant Manager leaves the organization, a new Grant Manager should be designated for the project.