



PROCEDURE

Grants: Application and Receipt

Procedure #GR-P-001

Quality Assurance Model
David Douglas School District

Procedures are continually revised and improved. Go [here](#) for the most recent version

1.0 SCOPE:

- 1.1 This procedure describes the steps taken to coordinate the preparation of grant applications and the steps taken once a grant award is received.

2.0 DEFINITIONS:

- 2.1 Donation/Gift: A contribution given for a general or specific purpose, generally not through a competitive process and without reporting requirements, e.g. a teacher award, donation given to the David Douglas Educational Foundation, or donation obtained from sites such as Donors Choose.
- 2.2 Grants: Funds awarded to the District from local, state and federal government units as well as public and private foundations, usually through a competitive application process and with reporting requirements.
- 2.3 Grant Proposal Request Form (Grant PRF): **Form # GR-F-001 is required to apply for any grant. This form must be on file with the Business Office prior to applying.**
- 2.4 Indirect cost: A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one program or activity.
- 2.5 In-kind Match: Comes from the District in the form of the value of personnel, goods and services, including direct and indirect costs. Third party contributions are non-federal.
- 2.6 Cash Match: Either the District's own funds or cash donations from third parties (e.g. partner organizations), or by non-federal grants. A cash match contribution is an actual cash contribution.
- 2.7 Project Manager: Staff member assigned to manage the grant and assure compliance with the grant and District requirements.

3.0 PROCEDURE:

- 3.1 Grant funds should be consistent with the District's vision and strategic plan.
- 3.2 Grant funds may only be expended after the School Board takes formal action to adopt and appropriate the grant budget.
- 3.3 The District will comply with all regulations and procedures required for receiving and using such funds.
- 3.4 The District will charge an indirect cost to *all state and federal grants regardless of grant amount* as well as all other grants above \$5,000, at an amount equal to the current Oregon Department of Education rate, or equal to the grant's mandated rate.
- 3.5 Process for applying for grants: **Prior to applying for funds** the staff member will:

3.5.1 Determine if the funds are a donation/gift for a specific program. If not, staff will follow instructions below.

3.5.2 The staff member completes a Grant PRF (Form # **GR-F-001**) for grant opportunities that meet **any one** of the following:

- Are for any amount.
- Are from a governmental unit, corporation or public/private foundation (federal and state grants are always processed through the Business Office regardless of amount).
- Have reporting requirements.
- Require in-kind match or cash match from the District, which require a description on the Grant PRF, including the source.
- Require unused funds be returned.
- Have any part of the funding designated for non-student related activities and therefore cannot be placed in the Student Body account.

- 3.5.2.1 Grants involving technology, transportation, communications, facilities or nutrition (e.g. acquisition of technology equipment, alterations to facilities and grounds or publicity through communications) must be approved by the appropriate department before submitting the Grant PRF to the Business Office.
- 3.5.2.2 The Business Office has created a basic **budget worksheet** for use in preparing the Grant PRF (page 2 of the Grant PRF) which the Grant Writer can assist with.
- 3.5.2.3 The staff member obtains the appropriate approvals as indicated below:

Grant Amount	Principal	Cabinet Member	Director of Administrative Services
Up to \$5,000	X*		
\$5,001 - \$49,999		X	
\$50,000 or more			X

**If a grant less than or equal to \$5,000 has matching requirements, or it requires staffing, the Grant PRF must be signed by the area's Cabinet Member.*

- 3.5.4 If approved as needed above, the staff member sends a completed copy of the Grant PRF to the Business Office at least 10 days prior to the grant application deadline.
- 3.5.5 If a completed copy of the Grant PRF is not on file with the Business Office at least 10 days prior to the grant application deadline, the authorized signatory may choose not to approve the grant application.
- 3.5.6 The applicant may complete the grant application him/herself or seek assistance from the Business Office's Grant Writer.

3.6 Process upon receipt of a notice of grant award:

- 3.6.1 If Staff member is submitting the application, he/she **MUST** forward a complete copy of the application (narrative, budget, budget narrative and any other required documents), as well as notice of grant award, agreement or contract (***including any grant reporting requirements***) to the Business Office's Grant Accountant and Grant Writer.
- 3.6.2 The Business Office allocates the grant budget and, if necessary, requests appropriation adjustments from the Board. The Project Manager submits a request form for any contracts under the grant (coordinated by Purchasing).

- 3.6.2.1 The Business Office will assign a special project and account code via iVisions (electronic chart of accounts for the District) and upload a budget upon request from the Project Manager prior to incurring expenses.
 - 3.6.2.2 The Business Office will create purchase orders at the request of the Project Manager, from which to pay invoices. The Project Manager is also responsible for approving and submitting payroll documentation to the Business Office in order to pay project staff.
 - 3.6.2.3 The Business Office will create a paper and electronic file for the grant.
- 3.7 The Project Manager will be responsible for:
- 3.7.1 Monitoring budgets and assuring that expenditures of project funds are in accordance with funding regulations. This includes bookkeeping records such as mileage reports and other invoices. Only expenses included in the approved budget are allowed.
 - 3.7.2 Obtaining prior written approval from the Grantor of a significant change in the use of grant funds, after the budget has been adopted and appropriated by the School Board and notifying the Business Office, in writing, of the change.
 - 3.7.3 Working with the Business Office to prepare and retain all interim and final fiscal (financial) reports or documents required by the grantor.
 - 3.7.4 Submitting other (non-fiscal) interim and final reports to the grantor (with the help of the Business Office as needed) according to the grant terms. A copy of all reports sent to the grantor must be kept in the business office grant files for audit purposes.
- 3.8 Staff members who receive grants, but fail to adhere to this procedure and/or obtain appropriate approvals, will still be required to file a Grant PRF. If the Grant PRF is not approved and spending has already occurred, the staff member may personally be responsible for any expenses related to the grant.

4.0 ASSOCIATED DOCUMENTS:

- 4.1 Grant PRF (#GR-F-001)

5.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Grant Proposal Request Form (#GR-F-001)	Paper and electronic files	6 years	Shred/delete (secure disposal)	Electronic files backed up on server; files/office locked when not in use.

6.0 REVISION HISTORY:

Date	Revision	Description
11/2/2015	1	Updates

7.0 APPROVAL AUTHORITY:

- 7.1 Director of Administrative Services

Signature

Date