

Nine things to know about **Grants in BVSD...**:

- 1. HELP ONLINE:** Extensive information for BVSD grant writers is available in *The BVSD Grants Guide*, which is available in sections at the Grants web page: <http://www.bvsd.org/grants/Pages/default.aspx>.
- 2. FAST FACTS ONLINE:** Many of the questions that come up about writing grants are answered in the FAQ's (Frequently-Asked Questions) posted at the grants web page. This 6-page section of the Grants Guide is updated annually; topics are in alphabetical order.
- 3. THE GRANTS OFFICE:** The BVSD Grants Office has one staff person and handles hundreds of grants each year. I'm here to help. Contact me (Bee Wallace) at bee.wallace@bvsd.org or extension 5137.
- 4. PRE-APPROVAL AND APPROVAL:** Grants over \$25,000 and applications to state and federal agencies must be pre-approved by district leadership, and ultimately be approved by the Board of Education. Pre-approval is simple – fill out a one-page Intent to Apply and email it to the BVSD Grants Office (bee.wallace@bvsd.org). You do not need to do this for smaller grants. When you have finished writing any grant, send a copy to the Grants Office and we handle the Board/district approval as well.
- 5. SCHOOL BOARD APPROVAL:** ALL grants over \$25,000, federal grants, or applications requiring cash matching funds MUST be submitted to the Board of Education for approval PRIOR to submission to the funder. Contact the Grants Office as soon as you know that your grant might meet this criteria.
- 6. TAX STATUS:** BVSD is not a 501 (c) (3) nonprofit organization. Public school districts in the USA are tax-exempt because they are considered part of state governments. We are eligible for most grants that specify nonprofit status. The district's tax status covers all schools, which are legally part of BVSD – not separate organizations.
- 7. WHERE TO SEND THE CHECK:** All grant funds must be received and managed by the BVSD Finance and Accounting Department. They will work with you to set up a grant so that funds can be spent easily but also provide a complete accounting record – important for accountability to funders.
- 8. INDIRECT COSTS:** Indirect costs must be added to the budget of all grants unless specifically excluded by the funding agency. The indirect cost is a percentage rate established annually by the federal government that covers overheads and administration. It is not a fee charged by BVSD. In 2018-19 the indirect cost rate is 4.1%.
- 9. PAYING STAFF OR CONTRACTORS ON GRANTS:** Many grants pay staff for extra time, or pay outside contractors. BVSD has specific rules and rates for staff working beyond their regular assignment – see the Grants Guide budgeting section for current information. If your grant will pay an outside company or someone who is not a BVSD employee, you will need to work with the Procurement Department – they have a grant procurement guide to help you get started correctly: <https://drive.google.com/a/bvsd.org/file/d/0B7RnjlFavyNR1dOVTZQcTZkNHc/view>. (Note that most contracts must be signed by the Superintendent – principals and department heads, please do not sign them yourselves without authorization.)