



GRANTS GUIDE

2018-2019

**An advisory publication for school principals,
central administrators, teachers and volunteers,
containing information about writing grants in support of
BVSD schools or programs.
Information that has changed since
2017-18 is highlighted in yellow.**

*Portions of this publication, as well as other useful materials,
are available in downloadable format at BVSD's website:
<http://www.bvsd.org/grants/Pages/default.aspx>*

*(Sections of the Grants Guide are updated annually;
please check your copy to ensure that the financial information
you are using is correct for the current fiscal year.)*

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Table of Contents

Section 1

Quick Alphabetical Reference: Fast Facts and FAQ's.....	1
--	----------

Section 2

Basic Information on Grants.....	11
---	-----------

- What is a grant?
- BVSD's basic policies on grants
- BVSD strategic priorities (Board goals)
- BVSD review and approval process
- Fiscal management of grants
- Rules about what you can apply for
- Rules about who you can apply to
- Exceptions to the rules
- Authorized signatures
- Support letters
- Contracts
- Intent to Apply procedures

Section 3

Grant Budgets.....	16
---------------------------	-----------

- Required costs
- Developing a budget
- Examples of grant budgets
- Current BVSD standard cost rates – salaries, subs, benefits, buses

Topic Index

501 (c) (3) status	1	Fiscal year	3
Account codes for grants, where to get	1	Grant, definition	8
Address, official	1	Grant, BVSD rules	8
Annual Report	1	ID numbers, district	4
Applicant, Official, for grants	1	IRS Determination Letter, copies	1
Authorized Official, for grants	13	Impact on Education	4
Benefits calculator, link to	22	In-kind, rates to apply	4, 24
Benefit rates, for staff	22	Indirect costs, rates, rules & calculation	4, 19
Board approval of grants	1, 8	Intent to Apply, rules and example	4, 14
Board roster	1	Letters of Support	5, 13
Board affiliations	1	Mileage reimbursement rate	19
Board policies on grants	See web pg	Mission statement	5
Budget (BVSD)	2	Money from grants, who manages	11
Budget (School)	2	Narrative, budget, example	18
Budget (Grant, how to develop; rules; examples)	16	Non-discrimination policy	See web pg
Building and facilities grants	2	Non-profit status	1
Bus transportation costs	19	PTO and PTA grant applications	9, 10
Checks in payment of grants	2	Phone & fax number, district	5
Classroom mini-grants	4	Playgrounds, grants for	6
Colorado tax-exempt number	3	Policies , BVSD, relevant to grants	See web pg
Common Grant, Colorado	2	Reports to grant makers	6
Contractors – fee for service work	23	Review process, BVSD's for grants	9
Contracts	2, 23	Rules, BVSD, for grants	12
Data and statistics	3	Salary rates, staff	20
DUNS number	4	Scholarships, assistance finding	6
Donor lists	3	Signatures	6, 13
EIN - employer identification number	4	Substitute teachers, pay rates	24
Extra-duty pay rates, teachers	21	Tax status of schools/district	1
Facilities rental rates	24	Technology, grants for	7
Federal ID Number	4	Thank you letters	7
Financial statement, annual	3		
Fiscal officer for grants	3		

Quick Alphabetical Reference:

Frequently Asked Questions & Fast Facts

501(c)(3) Status	BVSD is not a 501(c)(3) organization. School districts are considered to be a branch of local government, and therefore we are nonprofit and tax-exempt, but we are <i>public</i> agencies. 501(c)(3) indicates a <i>private</i> not-for-profit organization. Most funders will accept grant proposals from a school district even if they specify 501(c)(3). The Grants Office has copies of the official IRS Determination Letter for grant writers to use as an attachment to grants. See Main Grant web page to download.
Account Codes	Contact Christine Kennedy in Accounting; ex 5209
Address	The official address for BVSD is: Boulder Valley School District 6500 Arapahoe Road Boulder, CO 80303-1407
Annual Report	Grantmakers sometimes ask for an annual report as part of an application. BVSD no longer produces an annual report.
Applicant (Official)	The official applicant for all grants is: Boulder Valley School District RE-2 . If helpful, you may expand this to include a school or department name, e.g. "Boulder Valley School District RE-2 - Centaurus High School".
Authorized Official for Grants	This is always the Superintendent (whose preferred listing is: Rob Anderson, Ph.D., Superintendent) or the President of the School Board (Tina Marquis). Other parties must be specifically authorized by the Superintendent to sign grants or related documents.
Board Approval	Per Board policy, all grants must be turned in to the district for review, but not all require School Board approval. The Grants Office makes this determination when a grant is submitted. If Board approval is required, the Grants Office complete and submits the Board Agenda item. This provides summary information on the proposed program and budget – the Board does not receive a copy of the actual grant.
Board Roster	A roster with professional affiliations is available at the main BVSD Grants web page: https://www.bvsd.org/grants/201516%20Grants%20Page%20Docs/BVSD-BoardRoster17.pdf

Budget (Organization)	The full BVSD annual budget is a very extensive document (2+ inches thick). Full and summary copies are available at: https://www.bvsd.org/FinancialTransparency/Template/Pages/default.aspx Because the district's budget is so large, if you are writing a grant for a school, it may be better to attach a copy of the school budget instead.
Budget (School)	Request from school principal. These are also in the annual Budget Book, starting (for the 18-19 budget book) on Page 105.
Buildings & Grounds	If you are thinking about writing a grant to fund physical changes to a school building or playground, please contact the BVSD Department of Planning & Engineering (Glen Segrue, ex. 5794) before proceeding.
Checks	Schools and departments receiving grants should send checks from funding agencies to the BVSD Department of Finance and Accounting, attention Christine Kennedy. It is strictly NOT permitted to open separate bank accounts for grants, nor to deposit checks to student activity or revolving accounts without prior discussion with Accounting. See Page 10 for exceptions.
Congressional District	BVSD is in Colorado's Second Congressional District.
Colorado Common Grant	This is a standard format for grant proposals that is used by many private-sector grant makers in this state. Request a blank copy from the Grants Office, or obtain it yourself online from http://www.coloradocommongrantforms.org
Contracts with Funding Agencies	Some state agencies and private foundations require grant recipients to sign a contract when they receive an award. If you are presented with one: a.) read it carefully to insure that the conditions reflect your grant proposal and are acceptable b.) submit it to Grants Office for legal review and the Superintendent's signature. <u>Principals and program directors are NOT authorized to sign legal contracts for grants over 2,500.</u> Other staff or volunteers are not authorized signers for any application. A copy should go to the Grants Office for the file record.

Contractors	<p>If you will use grant funds (or district funds, for that matter) to hire a person or company, and that person is not an employee of the school district, they are usually considered a contractor and you must have a written contract with them prior to the start of work. BVSD's Procurement Department has a great deal of guidance which can be found here:</p> <p>https://www.bvsd.org/businessservices/procurement/Pages/default.aspx</p> <p>Again: principals and program directors are NOT authorized to sign contracts over \$2,500– these go to the Superintendent or Board President. An IRS Form W-9 is usually required. For additional assistance and information, please contact: purchasing.helpdesk@bvsd.org.</p>
Data and Statistics	<p>If you need data to support your grant proposal, start with the BVSD website Assessment pages. If this does not supply what you need, contact the Planning and Assessment Department (720-561-5147). A great deal of helpful data is also available at the Colorado Department of Education web site:</p> <p>http://www.cde.state.co.us/schoolview</p>
Donor List	<p>Some foundations ask for a list of most-recent-year contributions. If the application will be made by a school, please submit the school's donation report (available from the principal). The district compiles report on all gifts at the end of each semester; this is available from the Accounting Department (ex 5002), however, these are long and detailed, and probably not what the grant-making institution had in mind.</p>
Financial Statement	<p>Copies of annual and YTD audited financial statements for BVSD can be downloaded at:</p> <p>https://www.bvsd.org/FinancialTransparency/Template/Pages/default.aspx (CAFR = Comprehensive Annual Financial Statement)</p>
Fiscal Officer	<p>The fiscal officer for grants the BVSD Director of Finance and Accounting: Justin Petrone (ex 5008)</p>
Fiscal Year	<p>BVSD and all schools operate on a fiscal year that runs July 1 – June 30.</p>
Gifts	<p>All gifts to schools, whether they come from parents, local businesses, PTA/PTO's, booster clubs, or other entities, must be reported to the district. Large gifts must be formally accepted by the Board of Education. See Board Policy K-H for more information. Contact the Finance and Accounting department for procedures.</p>

I.D. Numbers	<p>BVSD's: Federal ID Number (EIN): 84-6014683 DUNS Number: 019720887 NCES ID: 0802490 CO Tax Exempt Number: 98-02383</p> <p>This information MAY NOT be used for unauthorized tax- exempt purchasing or to establish banking or other financial accounts.</p>
Impact on Education.	<p>Impact on Education is a separate, private, nonprofit organization with its own Board and staff that raises money locally and makes grants to schools. It is separate and distinct from the BVSD Grants Office. Their phone number is (303) 524-3865; website: http://www.impactoneducation.org</p>
In-Kind	<p>This means donated goods and services, as opposed to money. If asked to show matching funds for a grant, in-kind contributions may be allowed. These are typically things like volunteer time, donated office supplies, facilities and transportation costs, etc.</p>
Indirect Costs	<p>Indirect costs must be added to ALL grant budgets unless the funding agency specifically prohibits it. See Page 19 for exceptions. Indirect cost rates are established by the federal government to allow agencies and school districts to recoup some of the operating costs that increase proportionately when new projects are added. This eliminates the need to separately estimate the cost of facilities, utilities, insurance, maintenance, and other essential items when creating a grant budget. Indirect costs should NOT be represented in a grant budget as a 'district fee,' or 'administrative charge' – use the term "indirect costs" and describe the rate as federal/state approved.</p>
Indirect Cost Rate, current	<p>For 17/18, the rate is 4.1%. The rate changes annually in July. To apply the rate, multiply the subtotal of all other grant costs, excluding capital and equipment costs, by 0.041 Some grant-makers may require documentation of the rate: you can get this from Christine Kennedy in the Accounting Office: ex. 5209.</p>
Intent to Apply	<p>District leadership and/or the School Board must pre-approve all federal grants, applications greater than \$25,000, or any grant requiring cash matching funds. Schools and districts planning to apply for grants that meet this criteria should submit an Intent to Apply form – a simple 1 page summary – to the Grants Office in advance of making the actual application to the funding agency. This is available at the BVSD Grants web page. See Page 14 of the Grants Guide for more info.</p>

Letters of Support	<p>If you need a letter of support from the Superintendent to attach to your grant: email the Grants Office with the following information:</p> <ol style="list-style-type: none"> 1. Explain who you are, who you are applying to, for what, and how much 2. State the date by which you need the letter 3. Full name and address to which the letter will be addressed 4. A draft of the letter text or a list of points to be made 5. Your contact information (phone, email)
Matching Funds	<p>This means cash or in-kind that the recipient must provide through other resources in order to receive a grant. Matching funds may originate in a school or district budget, or they can be raised from outside sources. If a cash match is required, you must be able to identify the source(s) prior to application. See rules for Intent to Apply on Page 13 of the Grants Guide.</p>
Mini-Grants (Classroom Innovation)	<p>If you are looking for a classroom innovation mini-grant, contact IMPACT on Education at (303) 524-3865 or go to their website: http://www.impactoneducation.org.</p>
Mission Statement	<p>BVSD's current mission statement reads as follows: <i>"The mission of the Boulder Valley School District is to create challenging, meaningful and engaging learning opportunities so that all children thrive and are prepared for successful, civically engaged lives"</i>. For more about vision, values, and goals see http://www.bvdsd.org/goals/Pages/default.aspx.</p>
Non-Discrimination Policy	<p>See the Policies section of this notebook. Copies are available from the Grants Office. Also at the website: http://www.bvdsd.org/policies/Pages/default.aspx</p>
Nonprofit Status	<p>See 501(c)(3) status</p>
Partnerships	<p>If another organization is writing a grant on behalf of the district, it is not subject to the formal review process described in this guide UNLESS funds will be transferred to BVSD for services to be performed as part of the grant- funded project. Such cases are considered subawards and subject to review. In all other cases, please inform all school principals and/or district department heads who will be involved in carrying out the partnership. The district appreciates being informed.</p>
Phone and Fax Numbers	<p>Use the Superintendent's phone and fax numbers when an 'authorized official' signs the grant. Phone: 720-561-5114; Fax: 720-561-5134.</p>

Playgrounds	If you are thinking about writing a grant to fund physical changes to school grounds, please contact the BVSD Department of Planning & Engineering (Glen Segrue, ex. 5794) before proceeding. Doing this permits coordination of efforts and ensures that your changes are feasible and sustainable.
Reports to Grantmakers	Program progress or final reports are the responsibility of the person managing the grant. Financial Reports will be prepared by the program's manager and the District Accounting office. Consult with the Grants Office if you have questions about how to proceed.
Researching Grants	The Grants office maintains subscriptions to several online grants databases; contact us to gain access. We can also provide you with information about prior grants to BVSD and its schools.
Scholarships	The BVSD Grants Office is not able to provide assistance to high school students or staff seeking scholarships to support higher education or student activities. Please consult your high school guidance counselor or the financial aid office of the institution you are planning to attend, or for student activities support, contact Impact on Education, which maintains a fund to enable equitable participation.
Signatures	If your grant needs the Superintendent or Board President's signature, get a copy of the full grant – or at least the required pages -- to the Grants Office or Superintendent's Office several days in advance. DO NOT TAKE THEM DIRECTLY TO THE SUPERINTENDENT'S OFFICE (they will just be brought to the Grants Office anyway). Provide a brief memo providing some background information: the purpose of the grant, who it is for, amount requested, etc. Be sure to include your name and phone number so you can be notified when the paperwork is ready.
Strategic Plan	Occasionally a grant maker wants applicants to attach a copy of the organization's strategic plan, or explain how the proposal is consistent with a strategic or long-range plan. BVSD engages in planning on an ongoing basis – see status at: http://www.bvsd.org/strategicplan/Pages/History.aspx
Tax Status	BVSD is tax-exempt. See 501(c)(3) status above for more information.

Technology	<p>If you are writing a grant to purchase computer hardware or software, please contact the BVSD IT Department before proceeding. Kelly Sain, Director of Educational Technology (ex 5103) is a good resource. Doing this ensures that your improvements are compatible and non-duplicative; IT may also have negotiated purchase agreements that get you a better price for your technology. Remember that an Intent to Apply form is also due to the Grants Office if your request is larger than \$25,000.</p>
Thank You Letters	<p>If you get a grant, please send a thank you letter to the grant maker! If you have writer's block, contact the Grants Office to receive an example by email.</p>