

Boulder Valley School District greatly appreciates the efforts of volunteers, teachers and staff who want to write grants to gain extra resources for their schools or programs. BVSD is a tax-funded, public agency, so to ensure good coordination and transparency, all grant-seeking is subject to some systemic policies and procedures. Here are five basic things to know about grants in BVSD:

HELP: Extensive information for BVSD grant writers is available in The BVSD Grants Guide and through the BVSD Department of Grants & Federal Programs. The Grants Guide and a variety of materials and useful links are available on the district's intranet: <https://staff.bvsd.org/departments/business-services/grants>. You need a staff login and password to access this site. Materials can also be requested via email. Contact Bee Wallace, Director of Grants & Federal Programs at bee.wallace@bvsd.org.

PRE-APPROVAL AND APPROVAL: Grants over \$25,000, applications to state and federal agencies, and proposals that require cash-matching funds must be pre-approved by district leadership, and ultimately approved by the Board of Education. Pre-approval is simple – fill out a one-page Intent to Apply form, and email it to the BVSD Grants Office. You do not need to do this for smaller grants. When you have finished writing the grant, send a copy to the Grants Office, and we will obtain the Board review and approval.

TAX STATUS: BVSD is not a 501 (c) (3) organization. Public school districts in the USA are tax-exempt because they are considered part of state governments. Most funders specifying 501 (c) (3) will accept applications from school districts. The district's tax-status covers all schools, which are legally part of BVSD – they are considered not separate organizations.

FISCAL AGENT AND AUTHORIZED SIGNATURES: Unless you are writing a grant for a school PTA or an external organization that is taking the lead on a project that involves BVSD or its schools, all grant funds must be received and managed by the BVSD Finance and Accounting Department. They will work with you to set up your grant so that funds can be spent easily, and also provide a complete accounting record. The funds in your grant will be accessible only to your school or department. If a signature on a grant or contract is required, requests over \$2,500 must be signed by the Superintendent.

INDIRECT COSTS: Indirect costs must be added to the budget of a grant, unless the funding agency specifically excludes this. What are "indirect costs"? This is a percentage rate established by the federal government for K-12 and higher education that covers overhead and administrative costs. It is different for each agency, each year, depending on their prior year finances. It is not a fee charged by BVSD. In 2019-20, BVSD's indirect cost rate is 4.25%.