

**Administrative Procedures for Policy #1310 (Administration)
Regarding Development of Competitive Grant Projects and Applications**

I. Guidelines

- A. The careful development, implementation, evaluation and coordination of a grant application is important if it is to be integrated into the overall Calvert County Public Schools educational program. Cooperation by many staff members is essential if the project is to be successful.

II. Definitions

- A. Grant Manager – the person who oversees all parts of the grant process and is responsible for submitting grant applications, implementing grant activities, monitoring the grant budget, and submitting all interim and evaluation reports.

III. Approval Process for Writing Grant Proposals

- A. All requests for applying for a competitive grant from an outside source including the Maryland State Department of Education (MSDE) must be reviewed by the director of the department seeking the grant or by the Chief Academic Officer (CAO) when school-based employees seek grants.
- B. Submission of the Request for Proposal (RFP) and answers to the following questions must be provided for review:
 - 1. Explanation of the grant
 - 2. Does the grant align with CCPS priorities?
 - 3. Does the grant require that CCPS collect data?
 - 4. Does the grant fund permanent or temporary staffing?
 - 5. Does the grant fund the purchase of technology?
 - 6. Is there a need to transport students?
 - 7. Is there a need for additional space, additional facilities or facilities modification?
 - 8. Are there in-kind or matching requirements?
 - 9. Are there any project sustainability obligations after the end of the funding period?
 - 10. Does the grant involve other supervisors, school principals, teachers, etc.?
 - 11. Does the grant require work beyond staffing capacity?
 - 12. What is your plan for involving the appropriate staff in the writing of the grant?

IV. Approval Process for Grant Proposal Submission

Administration 1310.1

Procedures Revised: 8/30/90; 4/14/05; 11/8/06; 6/2/08; 1/18/12; 7/09/14; 2/20/17; 2/22/24

- A. Upon receipt of approval to submit a grant proposal, the grant must be written and submitted to the staff accountant for restricted programs in the Department of Finance and the Chief Academic Officer no later than two weeks prior to the grant due date.
 - B. All written grant proposals must be recommended for approval by the Chief Academic Officer and the budget page of the grant proposal signed by the Director of Finance in order for the written grant proposal to go to the Superintendent for his signature.
 - C. After the written grant proposal is signed by the Superintendent, it will be returned to the individual requesting approval who will be responsible for submitting the written grant proposal to the appropriate agency, organization, etc.
- V. Notification of Grant Award
- A. Upon notification of receipt of the grant, a meeting will be scheduled with the grant manager and the staff accountant to restricted programs to discuss management, implementation and reporting requirements of the grant.
- VI. Grant Implementation
- A. The grant manager is responsible for monitoring all grant funds and ensuring that only approved budget items in the grant are purchased.
 - B. The grant manager will coordinate and communicate with all appropriate staff to ensure that all activities required to be completed in the grant are accomplished.
 - C. The grant manager is responsible for the completion and submission of all required progress and evaluation reports.