

Non-Instructional Operations and Business Services

Acceptance and Use of Grant Funding

I. Purpose

This policy defines the parameters for grant submittals and, if approved, implementation of the grants.

II. General Statement of Policy

The school district supports individuals or groups who seek additional funding through grant applications. The approval of the grant and the monitoring of the funding will be controlled and maintained by the school district to ensure that the interests of all students are met. Grant applications must align with the mission and goals of the district, school, or individual program.

III. Definitions

- A. "Grant" is the funding from a source pursuant to an application submittal that is outside the district's routine revenue sources. This includes local, state and national organizations, businesses, foundations, government agencies, and individuals.
- B. "Matching funds" are funds required to be provided by the district in order to meet the shared funds from the grant. These funds must be identified prior to the grant being submitted and approved by the superintendent.
- C. "Administrative contact" is the administrator designated by the superintendent who will serve as the contact for all grant applications and reviews.

IV. Approval of Grant Applications

- A. Any staff or school-sponsored organization or club may seek grant funding support to address a specific need or enhance identified educational experiences and opportunities. Any individual or group seeking a grant application must initiate contact with the director of community education and strategic partnerships and the director of business services to ensure district guidelines and timelines are met. Grant applications must take the manner and form prescribed by the director of community education and strategic partnerships (see Appendix I).

B. An approved grant application must meet the following considerations to receive approval by the superintendent:

1. An identified need must be established.
2. A grant application must be completed in full, including all supporting documents.
3. All matching funds must receive the superintendent's approval prior to the grant being forwarded to the school board.
4. Funding for the grant must be in accordance with district accounting procedures.
5. The value of services to the district will be balanced against the commercial gain of the grantor on applications that involve commercial businesses, companies, or organizations.
6. The district retains the right to restrict the recognition given to a private business or company related to grants.

C. If required by the granting agency, the superintendent will forward grant applications to the school board for approval.

V. Accounting of Grant Funding

- A. All funds raised from grants must use district accounting procedures. The funds must be used as designated in the grant.
- B. All reports and evaluations of the grant must be completed by the individual or group completing the application.

VI. Documentation of Grant Applications and Materials

Records of all grant applications and approved grants will be maintained at the district office. These materials will be shared with the public upon request.

Cross References:

Policy 912 (Community Relations: Partnerships - Community Organizations, Governmental Entities, Educational Institutions, and Other Organizations)

Policy 913 (Community Relations: Partnerships - Parent Organizations and Booster Clubs)

Policy
adopted: 10/25/10
revised: 09/22/14
reviewed: 02/27/17
revised: 05/15/23

INDEPENDENT SCHOOL DISTRICT NO. 273
Edina, Minnesota



Appendix I to Policy 710

Acceptance and Use of Grant Funding Process

In accordance with Edina Public Schools Policy 710, this document *defines the parameters for grant submittals and, if approved, implementation of the grants.*

Edina Public Schools (EPS) uses a grant application process for employees to support Policy 710. Grants or Requests for Proposals (RFPs) are often leveraged to test an idea, for innovative practices, or to enhance current work. The word *grant* and phrase *Request for Proposal*, referred to as *RFP*, can be used interchangeably. Typically, both require some form of narrative and budget, and if awarded, a contract or agreement needs to be signed and carefully executed. There are only **two personnel** in the district that have been **assigned signatory authority** by the EPS School Board: The superintendent and the director of business services.

There are many types of grants which can offer a range of funding from \$1 - \$1M+ and a variety of funders: local entities, state and national organizations, businesses, foundations, government agencies, and individuals.

If you are considering applying for a grant, please use the visual titled: **EPS Grant Proposal Required Steps to Navigate Grant Application Process on the last page of this document** and the following instructions.

Instructions

Funders oftentimes expect consistency in writing styles, branding, and organizing information. Centralizing information required from grant awards is critical to meeting deadlines and keeping funders satisfied with our progress. The director of business services and director of community education and strategic partnerships are the designated district leaders and must be involved in the grant writing process.

Step 1

Identify why you, on behalf of EPS, need this grant funding:

- Does the funding align with our district's vision and mission?
- Are you certain this funding doesn't represent duplicate efforts in the district?

- Brainstorm reasons why you want to apply for this grant funding.
- Develop reasonable and achievable goals, objectives, and outcomes that align with the intent of the grant.
- Create roles and responsibilities that are reasonable for everyone to integrate into their current workload, including grant management and reporting.
- Ask yourself, *do I have all the information needed to proceed to step two?*

Step 2

Notify your building administrator(s) or direct supervisor and team members (e.g., peer teachers, peer team members) and relevant stakeholders that this grant funding would affect. This is a time to *gather more information, consider their reactions, gather and weigh options, and decide as a team*:

- Ensure that your project is viable.
 - *Does the grant meet the vision, mission, and strategic priorities of EPS?*
 - Are you certain this funding doesn't represent duplicate efforts in the district?
 - *What will this funding do to enhance our work or fill a need?*
- Thoroughly review the application requirements and backwards map the time needed to complete the application to meet the deadline.
 - Schedule a meeting with the director of business services and director of community education and strategic partnerships. **Two weeks in advance of the grant submission deadline is required.**
 - If you do not have that amount of time, email the director of community education and strategic partnerships director and we will review the request on a case-by-case basis.

Step 3

Organize and prepare the grant application narrative response and budget by:

- Creating a shareable document that embeds application requirements, questions, and your responses.
- Creating a shareable document that reflects the required budget format.

Step 4

Gather feedback on your application draft and the requirements needed to submit the proposal:

- Enter information into the EPS Grant Dashboard.
- Share the narrative and budget draft with the director of business services and director of community education and strategic partnerships for their review.
- Meet with the director of business services and director of community education and strategic partnerships to discuss your plan.
- Submit the application with the proper signatures and copy the director of business services and director of community education and strategic partnerships.

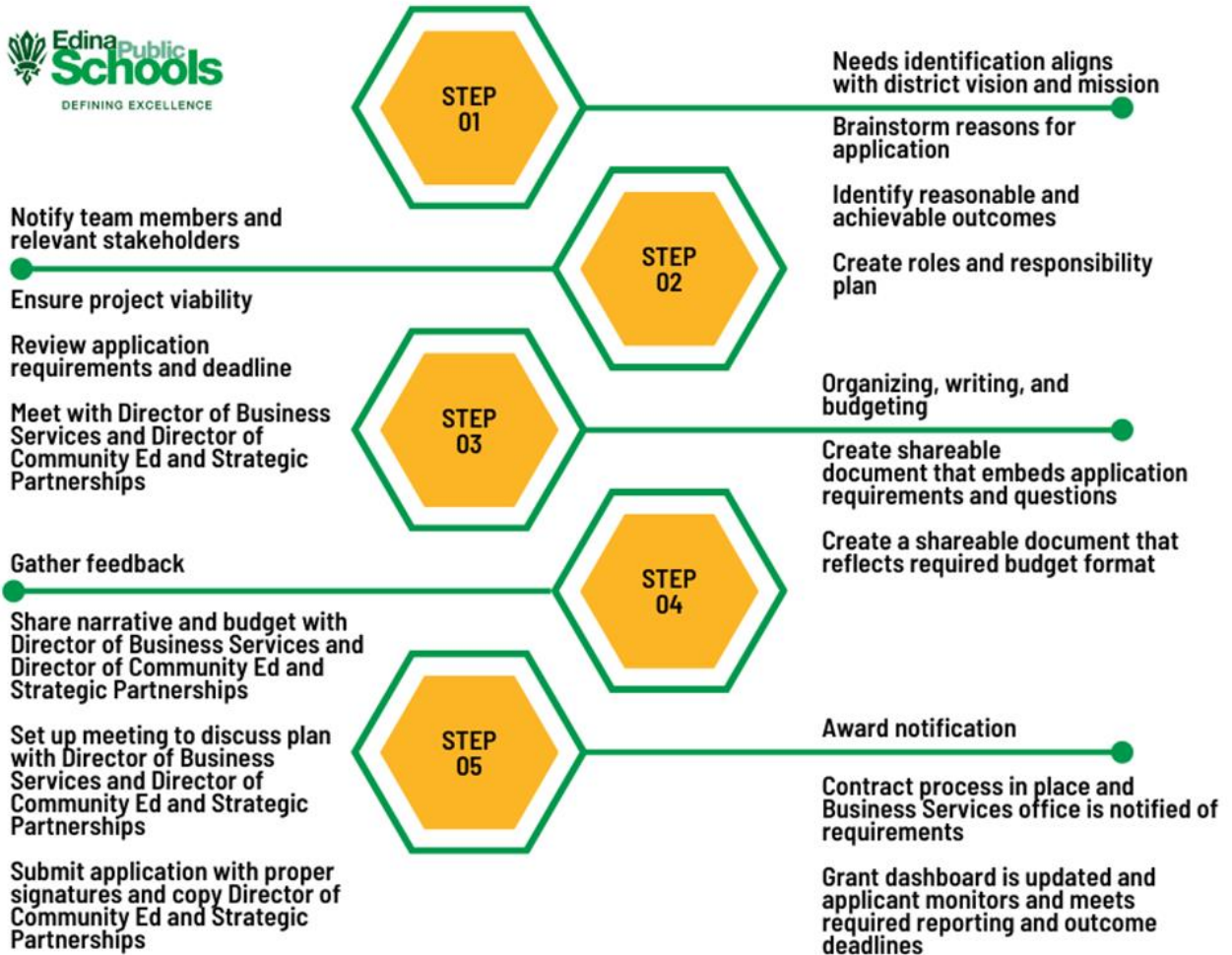
Step 5

If you are awarded the grant, please follow these steps:

- Notify the director of business services regarding any contracts that need to be signed – contracts must be signed by the superintendent or the director of business services.
- Update the EPS Grant Dashboard. Monitor and meet required reporting and outcome deadlines.
- Provide the director of community education and strategic partnerships with information about changes and updates that occur during the grant period.

Please note that grant applications often require standard cover page boilerplate information (e.g., district tax identifying information, grant request amount, cost per participant, superintendent contact information, main contact information, and signatures). Contact the director of business services and director of community education and strategic partnerships for this information.

EPS GRANT PROPOSAL PROCESS REQUIRED STEPS TO NAVIGATE GRANT APPLICATION PROCESS



Appendix
adopted: 05/15/23