



Five Basic Things To Know About Grants in BVSD

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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 the Grants Office grants.office@bvsd.org.

PRE-APPROVAL AND APPROVAL: **ALL 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, summarizing your grant, and email it to the BVSD Grants Office. You will receive a prompt response – usually a green light to go ahead; sometimes some questions to answer. You do not need to complete the Intent to Apply for smaller grants. However, **a full copy of any/all grants must be turned in promptly to the BVSD Grants Office.** When you have finished writing the grant, email a copy to the Grants Office. The Grants Office obtains Board approval on grants via a routine process.

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 you can access and expend funds expediently, and also provide a complete accounting record. The funds in your grant will be accessible only to your school or department. **If an authorized signature is required on a grant application, or on a contract that is issued when grant is awarded, requests over \$2,500 must be signed by the Superintendent.**

INDIRECT COSTS: Indirect costs must be added to the budget of all grants for BVSD schools, departments or programs, 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 the increased overhead and administrative costs that are associated with any added activity. It is different for each agency, each year, depending on their prior year finances. It is not a fee charged by BVSD. In 2023-24, **BVSD's indirect cost rate is 6.54%.**