



Updated 3/1/2022

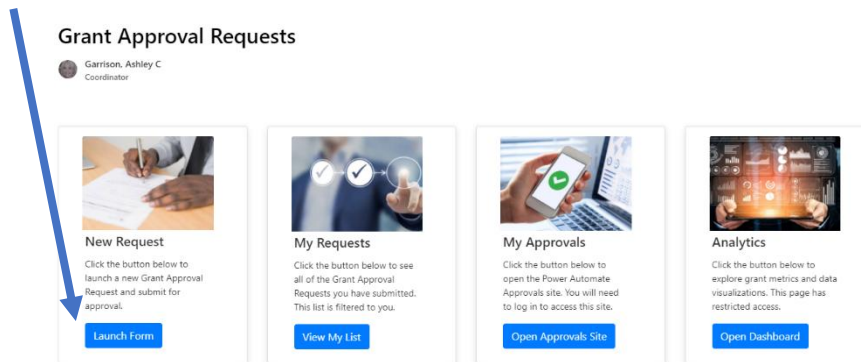
The Office of Grant Development coordinates the district's grant application process and philanthropic outreach aligned with the district's Strategic Plan. All grant applications, regardless of the value, should be approved internally before being submitted to the funder.

Grant Development Checklist

- Discuss resource needs with your school / department leadership team. Discuss grant objectives, alignment to strategic plan, grant budget, reporting requirements, roles and responsibilities, etc.
- Prioritize the resource gaps within your school / department.
- Identify a **Grant Champion** for your school / department who can facilitate grant development.
- Contact the **Office of Grant Development** for assistance developing your grant by email, grantdevelopment@fultonschools.org, or by phone, 470-254-4573.

Steps to Submit a Grant Approval Form

- Access the grant approval form from the Office of Grant Development's website at www.fultonschools.org, select 'Department' on the green bar, and then select 'Grant Development.' Or access [here](#).
- Next, click on 'Launch Form' in the 'New Request' box to start your grant approval form.



- Complete the online [grant approval form](#) at least a week prior to the grant deadline. The form will be dynamically routed to the appropriate approver(s). Grant applications must be approved internally before being submitted to funders.
- If a grant includes funding for a contractor or a staff position, the chief talent officer must approve. Contact the **Office of Grant Development** for guidance.
- Examples of a school-based and a department-based grant approval form are provided below.

Tab 1 Grant Type: School

- The form defaults to a school-based grant.
- Next, enter the amount of funding that you are requesting for your classroom, grade level or school.



- ❑ Select the name of your school from the drop-down menu. If multiple schools are involved in the grant, enter the lead school in the drop-down menu, and then type the names of the other schools involved in the grant in the box provided.
- ❑ In the 'School Contact' field, enter the name of the person who will be responsible for implementing the grant at the school if it is awarded, i.e., the grant manager. Next, enter the name of the school bookkeeper, who will be involved with the grant budget.
- ❑ The example below reflects a \$500 grant application to support Mimosa Elementary School. No other schools are involved.

1 Grant Type 2 Grant Details 3 Supporting Documents 4 Workflow History

Grant Approval Form

The Office of Grant Development coordinates the district's grant approval process. All grant applications, regardless of value, should be approved internally before being submitted to the funder. This online form will dynamically generate the appropriate approval levels based on the value of your grant. If you have any questions regarding the Grant Approval Form, email the Office of Grant Development.

The Grant Approval Form should be submitted online at least one week before the grant deadline. Click [here](#) for additional guidance prior to completing the form.

Grant Request Source * Total Grant Amount *

Department School \$ 500

Email grantdevelopment@fultonschools.org with questions related to completing the Grant Approval Form.

Source Location

School * School Grant Contact * School Bookkeeper *

Mimosa Elementary School Hopkins, Kelly Garrison, ...

Does grant involve other schools?

Yes No

Cancel Next

- ❑ The required approvers for your grant application will vary based on the value of the grant. The grant approval form will be dynamically routed to the appropriate approvers. Approval levels for school-based grants:
 - Grant applications valued less than \$5K, the principal must approve.
 - Grant applications valued from \$5K up to \$50K, the principal, zone superintendent, grant development, and chief financial officer must approve.
 - Grant applications valued \$50K or more, the principal, zone superintendent, grant development, chief financial officer, cabinet member, and superintendent must approve.
- ❑ Click 'Next' to get to Tab 2: 'Grant Details'.

Tab 1 Grant Type: Department

- ❑ If you are writing a grant application on behalf of a department, in the 'Grant Request Source' box, select 'Department'.



- In the 'Total Grant Amount' box, enter the amount of funding that you are requesting for your department.
- Indicate if your grant includes funding for a staff position or a contractor. If you select 'Yes', contact the [Office of Grant Development](#) for guidance.
- Select your 'Division' and 'Department' from the drop-down menus. If multiple departments are involved in the grant, select the lead department, and list the other departments in the appropriate text box.
- Type the name of the 'Departmental Director or Supervisor' who will approve your grant application. The system will initially route the grant approval form to this person.
- In the 'Departmental Contact' field, type the name of the person who will be responsible for implementing the grant, if awarded.
- The example below reflects a \$150,000 grant application to support School Police. No other departments are involved. Since the grant does include funding for a staff position, the departmental contact will reach out to the Office of Grant Development for guidance to secure approval from the chief talent officer.

The screenshot shows a web-based form titled "Grant Approval Form" with a current status of "Pending Department Exec Approval" and Grant ID: GRT-15520210524. The form is divided into four steps: 1. Grant Type, 2. Grant Details, 3. Supporting Documents, and 4. Workflow History. In the "Grant Details" section, the "Grant Request Source" is set to "Department" (radio button selected) and "Total Grant Amount" is \$150,000. A toggle switch for "Does this grant include funding for a staff position or a contractor?" is set to "Yes". Under "Source Location", the "Division" is "Safety & Security" and the "Department" is "School Police". The "Does grant involve other departments?" question has "No" selected. The "Dept Director or Supervisor who will approve this grant" is "Sulborski, Mark" and the "Departmental Contact" is "Hildreth, Paul". A green "Next" button is visible at the bottom right.

- The required approvers for your department-based grant application will vary based on the value of the grant. The grant approval form will be dynamically routed to the appropriate approvers. Approval levels for department-based grants:



- Grant applications valued less than \$5K, the approval email will be routed to the department director or supervisor whose name you entered on the 'Grant Type' tab of the Grant Approval Form.
 - Grant applications valued from \$5K up to \$50K, the departmental director, grant development, and chief financial officer must approve.
 - Grant applications valued \$50K or more, the departmental director, grant development, chief financial officer, cabinet member, and superintendent must approve.
- Click 'Next' to get to Tab 2: 'Grant Details'.

Tab 2: Grant Details

- Enter the name of your grant.
- Select from the drop-down menu the name of the grant funder. If the funder is not listed, check the box to the right, and type in the name of the funder in the 'Other Funding Organization' field.
- Select the type of funding organization. For example, AT&T Foundation is considered 'Corporate'. The US Department of Justice is considered 'Government'. Roswell Woman's Club is considered 'Non-Profit'. And R. Howard Dobbs, Jr. Foundation is considered 'Private'.
- Enter the date of the grant deadline or select it from the calendar. If the funding opportunity is rolling and does not have a deadline, select a date one month out.
- Next, enter the grant period, for example, 'One Year'. This is the amount of time that you will have to implement your grant, if awarded.
- In the 'Purpose of Grant' field, type a brief overview of your grant. This overview will be included in the Microsoft Flow email sent to each approver.
- In the 'Fiscal Agent' field, indicate which entity will be responsible for grant funds, i.e., where the grant funds will be deposited. If the funds will be managed in your local school account or in a district account, select 'Fulton County Schools'. However, if another entity is applying for the grant and will be responsible for the grant funds, select 'Other' and enter the name of the 'Other Fiscal Agent.' For example, if the YMCA is applying for a grant from the Georgia Department of Education that will support FCS students afterschool and the YMCA will be responsible for the budget, type 'YMCA' in the 'Other Fiscal Agent' field.
- If the grant requires 'Matching Funds', select 'Yes' and enter whether the required match will be met by 'Cash' or 'In-Kind' resources. A cash match that has not been budgeted requires school board approval. Typical in-kind resources that will satisfy a required match include staff time, facilities, supplies, etc. Verify eligible in-kind resources in the grant application instructions.
- The school-based example below reflects Mimosa Elementary School's \$500 grant application to DonorsChoose.org for math manipulatives.



Grant Type **2** Grant Details 3 Supporting Documents 4 Workflow History

Grant Name *
Kindergarten Math Masters

Funding Organization
DonorsChoose.org My funder is not in the list

Type of Funding Organization *
 Corporate Government Non-Profit Private

Grant Deadline * Grant Period ⓘ
Jun 25, 2021 1 year

Purpose of Grant *
Purchase math manipulatives for students to use in class.

Fiscal Agent ⓘ
 Fulton County Schools
 Other

Does grant require matching funds? *
 Yes
 No

Previous Cancel **Next**

- The department-based example below reflects School Police’s \$150,000 grant application to the US Department of Justice for threat assessment. The grant requires matching funds that will be satisfied in-kind by tracking staff time.



1 Grant Type
 2 Grant Details
 3 Supporting Documents
 4 Workflow History

Grant Name *

Funding Organization
 My funder is not in the list

Type of Funding Organization *
 Corporate Government Non-Profit Private

Grant Deadline * Grant Period ⓘ

Purpose of Grant *

Fiscal Agent ⓘ
 Fulton County Schools
 Other

Does grant require matching funds? * Will the match be satisfied by cash or in-kind resources (e.g., a teacher's time, classroom space, supplies, etc.)?
 Yes No Cash In Kind

Describe what resources will be used to satisfy the required match *

Previous
Cancel
Next

- Click 'Next' to get the 'Supporting Documents' tab.

Tab 3: Supporting Documents

- In this tab, you will upload supporting information for your grant application, e.g., grant narrative, budget, letter of support, etc. The approvers will be able to open any files that you upload. If the grant application is web-based, it is best practice to draft your responses in a Word file first that you can later copy and paste into the web application once your grant is approved internally. You can upload the Word file to your grant approval form on Tab 3 by clicking on the 'Select Files' box, clicking on the file name from your computer, and then clicking 'Open'. If you want to remove the file that you have uploaded, click on the trash can icon. Repeat the process if you want to upload additional files. Any grant application files that require signature by either the CFO or the superintendent should be uploaded on this tab with instructions on how to complete. Contact the Office of Grant Development with questions on how to upload forms requiring signature.



- The school-based example below reflects the working file for Mimosa Elementary School’s \$500 grant application to DonorsChoose.org for math manipulatives. The file describes how the funds will be used and what will be purchased.

- Click ‘Next’ to get the ‘Workflow History’ tab.

Tab 4: Workflow History

- On this tab, you will click ‘Submit’ to initiate the approval process. If it is a school-based grant, the form initially will be routed to your principal. If it is a department-based grant, the form initially will be routed to the departmental director or supervisor whose name you entered on Tab 1.

Grant Approval Form Status

- Once you submit the grant approval form, approvers will receive a Microsoft Flow email from the Power Automate platform with a link to your form and a summary description. Approvers can review any attachments you uploaded by clicking on the Grant ID link, or if they are familiar with your grant, they can click ‘Approve’ in the email. Approvers will receive up to two automated reminder emails if they do not approve your grant after two-day intervals. Contact the Office of Grant Development, if an approver has not taken action on your Grant Approval Form after four days. Below is an example of an approval email.



Grant Approval Form - Action Required: Mimosa Element...

Requested by **Shiflett, Cole** <shiflettc@fultonschools.org>

Date Created Tuesday, June 15, 2021 8:39 AM

Link [Grant ID GRT-16020210615](#)

Principal Approval: holcombem1@fultonschools.org

The Office of Grant Development is requesting your approval on this grant. To review additional information, click on the Grant ID link above.

Grant Title: Kindergarten Math Masters

Grant Amount: \$ 500

Grant Deadline: 2021-06-25

Grant Purpose: Purchase math manipulatives for students to use in class.

Funder: DonorsChoose.org

Submitted By: Hopkins, Kelly

Contact the [Office of Grant Development](#) if you have any questions regarding the approval of this grant application.

Approve Decline

- Once all the required approvers have reviewed and approved your grant application, you will receive an automated email indicating that you are authorized to submit your grant to the funder. An example of the automated approval email is show below.

From the Office of Grant Development



Non-Profit Funder: DonorsChoose.org

Thank you for submitting your grant application for review through the Office of Grant Development's online site. Your grant is **approved for submission**. Please follow the grant funder's instructions to submit your grant application by the deadline. To review any comments submitted by approvers, click on the 'Open Grant Details' button below and select the 'Workflow History' tab. If your grant application is selected for funding, please email the Office of Grant Development to advise.

Good Luck!

- If at any point in the process, an approver declines your grant application, the process stops, and you will receive a declination email.
- To review the status of your grant approval form or review any comments that approvers may have submitted, click on the '[View My List](#)' button in the 'My Requests' box. You will only be able to view the grant applications that you submitted.

Grant Approval Requests

Garrison, Ashley C
Coordinator

New Request

Click the button below to launch a new Grant Approval Request and submit for approval.

[Launch Form](#)

My Requests

Click the button below to see all of the Grant Approval Requests you have submitted. This list is filtered to you.

[View My List](#)

My Approvals

Click the button below to open the Power Automate Approvals site. You will need to log in to access this site.

[Open Approvals Site](#)

Analytics

Click the button below to explore grant metrics and data visualizations. This page has restricted access.

[Open Dashboard](#)

- Next, click on the appropriate Grant App ID link. Then click on Tab 4, Workflow History.



- In the screen shot below, the Workflow History shows the status of ‘Approved for Submission.’ If the approver submits comments, you can review them on this tab. Also, this tab provides a date and time stamp in the ‘Action Date’ field reflecting when the approval was submitted.

- Once your grant is approved for submission, complete the grant application according to guidelines provided by the funder and submit it by the grant deadline.
- Inform the Office of Grant Development if your grant is funded or not. This information is needed for the annual Balanced Scorecard report to the School Board.

Key Factors to Consider

- If the grant application includes a research component (any form of data retrieval, collection, analysis, evaluation, etc.), contact the [Program Evaluation Department](#) and complete the research request prior to grant submission.
 - The research request should be completed if you or partnering organizations are requesting data for a needs assessment or other background information related to the grant application.
 - If an external evaluator will be collecting data as part of the evaluation plan, then the research request should be completed by the external evaluator.
 - If only one school will be involved and data collection will be conducted entirely by school system employees who work at that school, then the review and approval of the research request will be the responsibility of the principal.
- If the grant application requires a Memorandum of Agreement (MOA) or a Memorandum of Understanding (MOU), the terms and conditions need to be reviewed by Nelson Mullins. Your cabinet representative must approve a Request for Legal Assistance form. Factor in the lead time required to secure legal approval prior to routing the grant approval form.
- If the grant includes any sort of alterations to existing buildings and grounds, e.g., building a school garden, expanding play structures, etc., you must secure approval from [Facilities Services](#).
- If you are partnering with a non-profit organization or an Institute of Higher Education that plans to use school facilities as part of the grant proposal, e.g., an after-school program requesting classroom space, etc., access [School Dude](#) to complete a facility rental request and include funding in the grant budget to lease facility space according to the fee schedule.
- If a non-profit organization or an Institute of Higher Education wants a letter of support from your school or department, you must complete the grant approval form and attach the letter of support to be signed.



- Based on certain factors, the School Board will need to be notified and, in some cases, will need to approve grant proposals prior to submission per board policy DFC. Contact the Office of Grant Development to discuss.
 - If a grant is directly aligned with the strategic plan, and is in an amount greater than \$500,000, then the School Board must be notified prior to submission of the application.
 - If a grant is not directly aligned with the strategic plan, and is in an amount greater than \$100,000, then the School Board must be notified prior to submission of the application.
 - Grant applications requiring matching funds in cash that have *not* been budgeted must receive School Board approval prior to the application being submitted. In-kind contributions (vs. a cash match) do not require School Board approval. Discuss the approval process for unbudgeted matching funds in cash with your zone superintendent or executive staff representative.

Grant Award

Email the [Office of Grant Development](#) to advise if your grant has been awarded. The Office of Grant Development tracks all school and department grant awards and donations for the School Board.

Grant Awards under \$5K:

- School-based grant funds should be deposited and managed in the local school fund.
- If the funder is a local, state or federal government agency, regardless of the grant award amount, the grant award must be reported to Budget and Grant Services and deposited in a special revenue fund at the district level.
- If the grant includes stipends, regardless of the grant award amount, the grant award must be reported to Budget and Grant Services and deposited in a special revenue fund at the district level.
- The Audit Department may conduct an audit of grant awards deposited in local school funds.

Grant Awards \$5K or Higher:

- Contact Budget and Grant Services if you receive a grant valued \$5K or more. You will receive a budget form to complete based on the funder's approved award amount. The budget form will be used to establish accounts and make funds available. Once the budget form is returned, the new grant will be set up in Atlas for budgeting and accounting purposes. Grant managers will be notified via email when funds are available to use. Budget and Grant Services will submit draw down requests, assist with expenditure posting questions, and will submit required financial reports. Grant reports must be reviewed by Budget and Grant Services prior to the submission deadline. All financial reports must be approved by the CFO or his designee prior to submission.

Contact Information

Grant Development: Ashley Garrison 470-254-4573 or Kelly Hopkins 470-254-6773

Program Evaluation: Clara O'Rourke 470-254-0479

Budget and Grant Services - establishing the budget: Jennifer Banks 470-254-2357

Budget and Grant Services - coordinating draw downs and financial reports: Thembeke Fyfield
470-254-3611