Office of Grants

The Office of Grants is a division of the Accountability, Assessment, Research, and Evaluation (AARE) department whose purpose is to assist the district in obtaining external funding opportunities through grants. The Office of Grants eliminates barriers between projects and possible funding sources to advance the district's mission of success by:

- **Supporting grant development and management**

    - Assisting in the research of funding opportunities and proposal ideas
    - Tracking competitive grant initiatives within the district
    - Reviewing grant guidelines outlined in the Request for Proposal (RFP), Request for Application (RFA), Solicitation for Grant Application (SGA) or Notice of Funding Availability (NOFA)
    - Assisting in the submission of a proposal
    - Assisting in the management of grant funding
    - Evaluating funded proposals

- **Organizing and facilitating the proposal writing process**

    - Providing drafting and editing support as requested
    - Evaluating proposal narratives

Grant information will be publicized through:
- Submissions to *INSIGHT*
- Office of Grants Twitter page (follow us @Rcsd1G)
- Memorandums to appropriate administrative units

Submission Procedures

The Office of Grants will serve as a clearinghouse for all grants or awards within the district, and must be notified before work begins on any proposal or project. This is not to discourage the pursuit of competitive funding opportunities intended to supplement educational initiatives within the district, but to provide an adequate account of grants being pursued and grants being funded within the district. Principals and Executive Directors will be responsible for approving proposals or projects.

- Schools or departments should not commit to partnerships with organizations without the approval of their Executive Director.

- Schools and departments should report **all** grant or award activity to the Office of Grants. This includes grants or awards being considered *(even if not ultimately pursued)* and proposals submitted for funding.

- Schools and departments requesting technology resources in proposals must have all software and devices approved by the district's Digital Resources Adoption Process (DRAP; pronounced "drape") before beginning the application process to ensure the resources meet or exceed the district's technology standards. The building principal or department director must submit a DRAPE request; requests cannot come directly from teachers, coaches, coordinators, etc.

- For funding opportunities $1500 or more *(routing required),* a principal, coordinator, or director should serve as the Primary Initiator (PI) even if the process is being facilitated by another individual within the school or department.

- The Primary Initiator should communicate funding information to their Executive Director and then contact the Office of Grants to review the RFP, RFA, SGA or NOFA.

- The Primary Initiator should contact the Office of Grants and request information about competitive funding opportunities to determine if there is another record of intent to submit a proposal for the same opportunity. If another record for the same opportunity occurs within the same funding cycle and presents an internal conflict of interest for the district, the Office of Grants will resolve the conflict based on the recommendations of the Superintendent.

- Funding opportunities less than $1500 dollars are not required to be routed, but should be communicated to the Office of Grants.

- Schools and departments should submit all grant-related information and requests (i.e. Letters of Support and Grant Award Notices) to the Office of Grants. The Office of Grants will secure the necessary signatures.

ROUTING: INTERNAL REVIEW AND APPROVAL PROCESS

All grant or award proposals $1500 or more are required to be routed.

PURPOSE

To advise and inform appropriate administrators of proposed funding projects. Routing a final proposal allows the Office of Grants to check the proposal for compliance with applicable district policies, state and federal regulations relative to research and grants or awards.

PROCEDURES

All proposals, $1500 or more, submitted to an external funding agency *(i.e. state, federal, local government, foundations, non-profit organizations, private corporations)* to support specific projects must be routed for internal review and approval before they are submitted to the funding agency. Informal or preliminary proposals should not be routed. ***Only final proposals must be routed.***

The Primary Initiator is responsible for completing the top portion of the Grant/Award Routing Form on the Office of Grants web page and emailing it along with the final proposal to lashanda.keels@richlandone.org.

- Proposals and reports may be submitted to the Office of Grants for review, evaluation, and editing **ten** days prior to the proposal or report deadline.

A minimum of **seven** days prior to the proposal deadline is required to advance the proposal for required routing *(internal review and approval)*.

GRANT ANNOUNCEMENTS

When grants or awards are received, notify the Office of Grants by completing the Grant/Award Announcement Form on the web page and email it to lashanda.keels@richlandone.org within **three** days of award notification.