



Beaufort County School District Grants FAQ

Getting Started

1. Question: What grants are available for educators?
Answer: Many items are available on the [BCSD Special Revenue](#) page
2. Question: I have never written a grant – where do I start?
Answer: There are several good training videos on [YouTube](#) and you can download [Grant Basics](#) for instructions.
3. Question: Does the Beaufort County School District employ a grant writer?
Answer: No, the BCSD does not employ a grant writer.

Grant Basics

4. Question: What is the School District's Mailing Address?
Answer: PO Box 309 Beaufort, SC 29901-0309.
5. Question: What is the District's toll-free telephone number?
Answer: 1-800-763-1875.
6. Question: Is the Beaufort County School District a tax exempt organization?
Answer: The BCSD has a letter for the IRS. If your grant requires a letter, please contact us!
7. Question: Is the school district registered with the Federal Government?
Answer: Yes at [Sam.gov](#)
8. Question: What is the BCSD UEI number?
Answer: KMALQBCRCNN5
9. Question: What is the BCSD Federal CAGE or NCAGE Code?
Answer: 1QK35
10. Question: Does the BCSD pay sales tax?
Answer: Yes, however, there are some items that are tax exempt such as textbooks. Please check with your Campus Financial Specialist.
11. Question: What is the BCSD Tax ID number (TIN)?
Answer: 57-6000310
12. Question: What is the BCSD SCEIS number?
Answer: 70000030021
13. Question: What is my school's ID numbers (BEDS Codes)?
Answer: [SIDN \(BEDS Codes\)](#).
14. Question: What is my school's National Council for Educational Statistics (NCES) Number?
Answer: [NCES Numbers for Schools](#).
15. Question: What is the BCSD congressional district number?
Answer: 1
16. Question: What is the SC Senate District number?
Answer: 46
17. Question: What is the SC State Representative District number?
Answer: 12 but schools may be in a different district search [here](#).

First Steps

18. Question: Do I need permission to write a grant?

Answer: Yes, make sure you have permission from your principal/supervisor in writing and if over \$5,000 an Intent to Apply for Grant Funding form must be submitted to the Director of Special Revenue..

19. Question: Can I write a grant for anything?

Answer: No. If the grant involves curriculum, field trips, technology (hardware and/or software) there are pre-approval forms that should be completed. Contact the related office or your school bookkeeper for the correct form(s). Also, make sure your principal or supervisor has approved your grant proposal. If your grant includes the hiring of personnel, please check with HR.

20. Question: What are the current rates of compensation?

Answer: [Salary and Stipend Schedules](#)

21. Question: Does the Beaufort County School District have a G.E.P.A. statement?

Answer: [G.E.P.A. Statement](#).

Best advice for success with a grant

**PLAN FOR THE TIME IT TAKES TO GATHER DISTRICT SIGNATURES
DO NOT WAIT UNTIL THE LAST MINUTE TO SUBMIT**

22. Question: What is the best advice to win a grant?

Answer: Apply often, learn from your mistakes, follow all rules of the grant, and have several people review and proof it before submitting. Be sure to keep a copy of all your documents.

As soon as you apply for a grant

23. Question: Who do I give copies of my paperwork to?

*Answer: One copy should be given to the school/division Campus Financial Specialist. If the grant is over **\$5,000**, you must also send a copy to the district's Director of Special Revenue.*

After the grant award is received

24. Question: Who is responsible for the grant?

Answer: As the writer of the grant, you will be the point of contact for the grant during and after the granting period.

25. Question: My grant requires a contract, MOU, or MOA?

Answer: If your grant will require a contract, MOU, or MOA, please contact Director of Procurement for directions.

26. Question: Who retains the grant documents?

Answer: The school or department Campus Financial Specialist should maintain files for any grant for up to five years.

27. Question: Do I have to inventory the items received in my grant?

Answer: It depends on the grant, but it is good practice to maintain an inventory for up to five years for any items costing more than \$100 each and lasts more than a year and all electronic items. Books and book sets do not need to be inventoried.

28. Question: How long are records maintained?

Answer: Unless the grant directs you otherwise - all records should be maintained for 5 years.

29. Question: If I have more questions, who do I contact?

*Answer: Susan Golec, Sr. Accountant of Special Revenue
Denise Mattson, Director of Special Revenue*