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Grant Services

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[Office of Grant Services - Fulton County School System](#)

grantservices@fultonschools.org

Types of Funding Sources

Grant Services tracks alternative funding sources for the Balanced Scorecard, a dashboard used by the Fulton County Board of Education.

Alternative Funding Source	Description
Grants	Funds obligated through a grant agreement for a specific purpose that have terms and conditions and reporting requirements
In-Kind Donations	Gifts of food, materials, classroom supplies, equipment, etc.
Cash Donations	Gifts in the form of cash/check
Sponsorships	Funds provided by a sponsor—typically a company, organization, or individual—to support an event, activity, person, or organization in exchange for promotional benefits or other agreed-upon returns

Grant Champions

The [Grant Champions](#) program is designed to build the capacity of local schools or departments to develop competitive grant proposals by providing professional development, grant resources, and consultative support. Grant Champions serve as the liaison with Grant Services. Schools that are interested in developing grants can create a Grant Champions team.

Grant Champions can follow Grant Services on [X @FCSGrantChamps](#) for current funding opportunities. Grant Champions can research grant opportunities posted on the **Monthly Grant Alert**, accessible via the Employee Hub, [Office of Grant Services Hub – Home](#). Because of the length, we recommend that you don't print the Grant Alert; use Key Word Search (Control F): e.g., STEM, literacy, garden, etc.

Grant Development

If teachers/administrators want to apply for a grant, they need to complete a [Grant Approval Form](#). They click on 'Launch Form' to access the form.

 Grant Services

School and Department Grant Requests

[Admin Toolkit](#)



New Grant 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.

[View My List](#)



My Approvals

Click the button below to view any grant under your approval authority and visit the Approvals site.

[View Grants](#)



Analytics

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

[Open Dashboard](#)

Questions? Contact GrantServices@fultonschools.org

There are four tabs on the Grant Approval Form to complete.

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 *

☐ Department ☒ School

Total Grant Amount *

\$ 0.00

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

Source Location

School *

Please select

School Contact *

Last, First or email

School Bookkeeper *

Last, First or email

Does grant involve other schools?

☐ Yes ☒ No

Cancel

Next

- Grant proposals should be approved through this process internally before being submitted to the funder. The number of approvers depends on the value of the grant.
- **IT** must pre-approve technology purchases.
- **HR** must pre-approve grants that involve headcount.
- If the grant proposal includes a research component (any form of data retrieval, collection, analysis, evaluation, etc.), applicants should contact the **Program Evaluation** prior to grant submission.
- If the grant includes any sort of alterations to existing buildings and grounds, e.g., building a school garden, expanding play structures, etc., the applicant should secure approval from **Facilities Services** prior to routing the Grant Approval Form.
- Once the grant is approved internally, the teacher/administrator can submit the grant to the funder for consideration.
- [Donorschoose.org](https://donorschoose.org) classroom projects can be submitted *without* going through the Grant Approval process. With Donorschoose, teachers receive classroom materials (in-kind donation) and not funds. The district receives a report of all Donorschoose.org projects that are funded.
- Based on certain factors, the School Board will need to be notified about a grant proposal prior to submission per board policy **DFC**. Contact Grant Services for assistance.
 - ⇒ 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.
- Once grant has been approved internally, bookkeepers will receive an automated email for their records.

Grant Award

Grant Services should be notified when a school receives a grant award so it can be tracked on the Balanced Scorecard.

Grant Awards Less than \$5K

- Bookkeeper deposits grant check in the local school fund.
- If the grantor is a government agency and/or includes any stipends, regardless of the grant award amount, the grant award must be reported to Budget Services and deposited in a special revenue fund at the district level.

Grant Awards \$5K or More

- If check is made out to the school, the bookkeeper should deposit the check in the local school fund and write a new check made out to FCS and send it to Accounting for processing.
- The grant manager is the teacher/administrator responsible for implementing the grant. Budget Services will send the grant manager a budget form to complete to create the grant account structure.
- Budget Services will submit draw-down requests to the funder, assist with expenditure posting questions, and will submit required financial reports to the funder.
- Grant Services will support the grant manager with grant implementation.

Donations

Grant Services should be notified when a school receives a donation so it can be tracked on the Balanced Scorecard. Refer to Board Policy **DFK**: Gifts and Bequests.

In-Kind Donations

- In-kind donations are gifts of food, materials, classroom supplies, equipment, etc. Example: musical instruments, athletic equipment, food pantry supplies, etc.
- Asset Management maintains a list of low value asset equipment. Contact Asset Management in case the donation requires a barcode for tracking. Most items become trackable when they cost \$250, but certain items (musical instruments) are tracked at the \$150 mark.

Cash Donations

- All cash donations can be managed in the local school fund.
- If the funds will be used for stipends or additional pay, contact Budget Services because these funds must be posted to a district revenue account.

Additional Guidance

- If a funder is requesting a W-9 or a tax-exempt letter, contact the Chief Financial Officer's professional assistant, Tebora Wimbley.
- If a funder requires ACH information, contact the FCS Treasurer, Thembecka Fyfield.
- If a funder is requesting a tax id for your school, contact Grant Services.
- Regardless of the source of funding (grant, donation, sponsorship), grant managers must still follow FCS policies and procedures for procurement, IT purchases, property control, etc.
- If a bookkeeper is leaving a school and has open purchase requisitions or purchase orders to procure a grant-funded item, the bookkeeper should contact IT Process Management, Vincent McCoy, with a list of the open PR's/PO's and the name of the person to whom they should be reassigned.

Grant Services Contact Information

Website: <https://www.fultonschools.org/all-departments/financial-services/office-of-grant-services>

Name	Phone	Email	Role
Ashley Garrison	470-254-4573	garrisona@fultonschools.org	Supports Grant Champions, corporate and private foundation grants, donations, and sponsorships
Kelly Hopkins	470-254-6773	hopkinsk@fultonschools.org	Supports government grants and the Grant Approval Form process
Tammy McConnell	470-254-1263	mcconnellt@fultonschools.org	Supports grant budgets