



## Partnership Grant Protocol

### Definition of a Partnership Grant

A partnership grant is one in which an organization outside of Milwaukee Public Schools (MPS) is the applicant. Upon awarding the grant, the outside organization is the fiscal agent. MPS district staff will work collaboratively with the applicant organization in the development of the application to ensure alignment with district strategies. Each partnership grant will have a Central Service's District Lead beyond the grant team, upon approval of the partnership.

### Steps to Develop a Partnership Grant

#### Step 1: Grant Opportunity Identification

Partnership grants are brought to administration for approval through a partnership intent form, completed by the partner organization. MPS staff will discuss the opportunity with the external organization to determine whether the project concept and funding is aligned with current or future district efforts. At this stage, the MPS District Lead is identified. Leaders will determine if the district moves forward with the partnership.

#### Step 2: Approval to Pursue Grant

The completed partnership intent form is submitted to the MPS Grant Development Smartsheet for signature. If approved, the District Lead will approve the Smartsheet Form for signature to their overseeing chief. If it is determined by the overseeing chief that MPS will participate in the partnership grant with the applicant organization, staff will then proceed with co-development.

#### Step 3: Co-Develop Application

Grant Development staff and the district lead will coordinate with the applicant organization and all appropriate MPS departments. The district lead will be responsible for ensuring the draft abstract and letter of support are provided to Grant Development as needed. The Department of Research, Assessment, and Data will be involved on an as-needed basis, when student data is requested as part of the application.

#### Step 4: Review & Letters of Support

At least *seven business days* before the deadline, Grant Development and the MPS district lead will review the draft of the proposal and budget, to ensure that the proposal articulates a coherent program in alignment with MPS priorities. MPS staff will provide feedback and work with the applicant on any necessary adjustments.

**Letter of Support:** If a letter of support is required for the application, the partner must submit a draft of the narrative or abstract, budget (if MPS is included in the budget), and the proposed letter of support at least **ten** working days before the deadline. Grant development staff will secure the Superintendent's signature on any necessary documents. An additional **three** working days are required for any items requiring the signature of a School Board Member.

#### Step 5: Submit

The applicant organization will be responsible for the timely delivery or electronic submission of the proposal. The applicant organization will also provide MPS Grant Development and the district lead with a copy of the final submission.

#### For more information contact

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