



ADMINISTRATIVE MEMORANDUM

GRANTS MANAGEMENT

| 6002.2

This memorandum outlines the process by which the District will apply for, and approve acceptance of, grants from federal, local, and private agencies. The District has been aggressive in its application for grant funds, which supplement its various sources of revenue. In order to ensure instructional, financial, and supportive efficacy, these grants shall be reviewed prior to acceptance and managed according to the procedures described below.

Therefore, before any instructional staff, school, or District program applies for a grant through either direct or indirect means (e.g., mini-grant), the applicant must secure approval from the applicant's immediate supervisor, any administrators whose responsibilities may be affected by receipt of the grants, and the Business Office, where the grants will be reviewed for financial consistency, including the provision of indirect costs and proper cost structures for salaried employees. The Business Office will forward the grant recommendations to the Superintendent for signature, if applicable.

When developing proposals for projects to be funded by outside sources, employees should first review preliminary plans for the proposal with their immediate supervisor and any departments that may be affected by the proposed project (e.g., Curriculum and Instruction, Technology, Food Service, Transportation). If preliminary plans are approved, the proposal may be developed and submitted along with any supporting data and documents for District approval as described above.

Since these processes will take several days, all staff, program managers, and schools must anticipate enough time and submit the necessary documentation as soon as possible in order for all materials to be reviewed and approved by the District and submitted to the funding agency by the application deadline.

Grant Awards

A copy of the grant award letter must be submitted to the Business Office and appropriate staff. If awarded, the grant will be registered and identified so that it may be tracked later through the FMS system.

Grant Reporting and Close-out

During the course of the grant period, financial reporting will need to be reviewed to ensure that proper spending is occurring. The Business Office may request additional information from the program managers on the uses of funds. At such time that a grant is terminated, the program manager must notify the Business Office and, depending on the uses of funds, identify any personnel being paid from the grant. If the program manager wishes to continue the employment of the individual, he/she must justify the cost and identify a potential funding source. The Business Office may terminate any costs that are not supported by a specific funding source. Approval of the Superintendent is needed to continue employment for individuals not supported by a specific grant.

These requirements pertain to all grants from federal, local, and private agencies but do not pertain to state grants. In addition, all outside agencies requiring a local district to serve as the lead applicant must go through this process. The exceptions are unique alternative placements.

Questions about the information contained in this administrative memorandum should be directed to Superintendent or the Chief Financial Officer.