

I. Policy Statement

The Board of Education of Howard County encourages any grant procurement efforts, federal, state, or private, that are aligned with the values and key strategies of the Howard County Public School System (HCPSS).

The Board, in its commitment to excellence in teaching and learning, advocates for the pursuit of outside funding in the form of grants to support existing programs which seek to enhance teaching and student learning, or grants for research and development on new programs.

II. Purpose

The purpose of this policy is to provide guidelines for seeking and for administering grants.

III. Definitions

Within the context of this policy, the following definitions apply:

- A. Direct Costs – Costs specifically related to a proposed project, such as materials required by a project, or salaries of project staff.
- B. Grant – Funding and other resources provided from a government agency, foundation, corporation, or other external source that requires a written proposal for a particular purpose over a specific period of time. A grant can be newly awarded or provide continuation of funding from year to year. Grants can be awarded non-competitively or through a competitive selection process.
- C. Grant Accounting – Budgeting and financial services provided to grant applicants and grant managers in several areas.
- D. Grant Applicant – An individual authorized by HCPSS to act on behalf of HCPSS to prepare and submit a grant proposal in response to the requirements in a Request for Proposal.
- E. Grant Manager – Individual who is responsible for managing the implementation of the grant in accordance with the conditions outlined in the grant. This person reports to the Program Manager and is responsible for the day-to-day operation of the program.

- F. Grant Support Services – The HCPSS office that provides grant-related services to school and central office administrative staff in the areas of grant research, development, and procurement and that supports system priorities in obtaining outside funding by providing support to staff.
- G. Indirect Costs – Costs that are not readily identifiable with a particular project or activity, but are necessary to the general operation of the institution and the conduct of its activities, such as the operation and maintenance of buildings or equipment, and general administrative salaries and expenses.
- H. Program Manager – Individual who is responsible for the overall management of the grant as well as overseeing and approving the finances of the grant.
- I. Request for Proposal (RFP) – Any document distributed by a granting agency that solicits a written proposal for funding or other resources. An RFP provides guidance on the preparation and content of the expected response.
- J. Restricted Funds Program Financial Report – A formal financial report that must be filed with a granting agency, usually on an annual basis.

IV. Standards

- A. This policy applies only to HCPSS offices, departments, divisions, and schools; the policy does not extend to funds or other types of donations raised by or given to community-based organizations including Parent-Teacher Associations (PTAs), booster clubs, school foundations, and independently chartered student organizations.
- B. All new grant awards at or over \$100,000 require Board approval prior to the acceptance of grant funds.
- C. All grant proposals must receive appropriate approvals as outlined on the Intent to Submit a Grant Proposal form.
- D. The Superintendent/Designee has signature authority for all grant proposals submitted to outside funding sources by employees of the HCPSS.
- E. The indirect costs for grant proposals without restricted rates are determined annually by the Superintendent/Designee.
- F. The Superintendent/Designee will maintain a file of all grants that are awarded to the HCPSS.

- G. The Superintendent/Designee will provide an annual grants report to the Board to include a listing of all grants at or over \$5,000 and status information regarding the success and/or progress of each grant.
- H. All grants that meet one or more of the following criteria must be fiscally managed by the HCPSS Grant Accounting Office:
 - 1. Funding sources require restricted funds program financial reports.
 - 2. Grant requires cash, in-kind matching funds, or commitment of HCPSS resources.
 - 3. Grant funds are used for salaries, substitute teachers, or workshop wages.
 - 4. Funding request is equal to or exceeds the amount specified as requiring Board approval.

V. Compliance

- A. School principals and central office leaders are responsible for ensuring that grants not requiring Board approval meet the established criteria.
- B. The principal, as the fiduciary agent for the school, is responsible for ensuring that all awarded grants are accounted for and are used for legitimate education-related purposes.
- C. Principals are responsible for submitting an annual report of all grants received during the fiscal year to the Grant Support Services Office.
- D. The Grant Support Services Office will prepare an annual report for the Board which will contain a summary of awarded grants at or over \$5,000.

VI. Delegation of Authority

The Superintendent/Designee is authorized to develop appropriate procedures to implement this policy.

VII. References

- A. Legal
(none)

- B. Other Board Policies
 - Policy 4010 Donations
 - Policy 4020 Fund Raising
 - Policy 4050 Procurement of Goods and/or Services
 - Policy 6060 Community Improvements to School Sites or School Facilities

- C. Other
 - Intent to Submit Grant Proposal form

ADOPTED: June 14, 2001

AMENDED: May 12, 2011

EFFECTIVE: July 1, 2011

I. Seeking Grant Funding

- A. The Grant Support Services Office is responsible for researching and monitoring funding opportunities by:
1. Identifying possible funding opportunities through outreach and involvement with professional and community organizations and through relationships with federal and state agencies and private funding sources
 2. Obtaining grant funding opportunity information or needs assessment data from HCPSS school and central office-based staff
 3. Providing grant research resources and training in the use of those resources for Howard County Public School System (HCPSS) staff.
- B. HCPSS staff who are seeking grant funds will follow these procedures:
1. Grant applicants are encouraged to collaborate with the Grant Support Services Office to complete a grant application.
 2. Grant applicants will complete the HCPSS Intent to Submit a Grant Proposal form for central office leadership approval prior to submitting the grant application.
 3. Grant applicants will contact the Grant Accounting Office for guidance on costs of the proposed project, including indirect costs. All personnel costs are to be paid at rates shown in the HCPSS approved budget. On proposals that will require Grant Accounting financial management, the grant applicant is responsible for reviewing the budget with the Grant Accounting Office and obtaining any necessary accounting approvals. The Grant Accounting Office must fiscally manage any grant that meets one or more of the following criteria:
 - a. Funding sources require restricted funds program financial reports
 - b. Grant requires cash, in-kind matching funds, or commitment of HCPSS resources
 - c. Grant funds will be used for salaries, substitute teachers, or workshop wages
 - d. Funding request is equal to or exceeds the amount requiring Board approval.

4. The grant applicant and the Grant Support Services Office may request letters of support from community organizations to be included in the grant proposal. Securing these letters is the responsibility of the grant applicant and must accompany the grant proposal.
 5. After all approvals have been obtained, the grant applicant, with guidance from the Grant Support Services Office, will prepare the final grant proposal for the Superintendent/Designee's signature, arrange for duplication, and submit the grant proposal to the funding source.
 6. If the grant proposal requests \$100,000 or more in funding, the grant applicant, with guidance from the offices of Grant Support Services and Grant Accounting, will prepare a Board report requesting approval to accept grant funding. This report can be prepared and presented after the grant proposal is submitted to the funding source, but must be submitted and receive approval prior to acceptance of any grant funding.
- C. If the grant proposal does not require Board approval, the Grant Support Services Office will present all awarded grants at or over \$5,000 to the Board as an Information Item annually.

II. Receiving and Administering Grant Funds

- A. Upon receiving grant funding, the grant manager:
1. Is responsible for managing all staff assigned to the project
 2. Ensures that the tasks and terms set forth in the grant are completed in accordance with the approved budget and timeline
 3. Ensures the quality and timeliness of products, reports, financial statements, and other materials to be delivered under the terms of the grant
 4. Coordinates with other HCPSS staff in the completion of required evaluations, reports, billings, and audits.
- B. All grant funds administered by the Grant Accounting Office must be made payable to the Howard County Public School System. The grant manager will submit a copy of the notice of grant award along with a copy of the approved budget from the grant proposal to the Grant Accounting Office so that an account can be created.
- C. All grant funds administered by a schools must be made payable to that school. The principal is responsible for receiving grant funds, overseeing the project,

accounting for grant funds, and ensuring that financial and program reports are completed and submitted to the funding source. If a grant is for a group of schools, the grant manager is responsible for overseeing the project, accounting for grant funds, and ensuring that financial and program reports are completed and submitted to the funding source.

- D. Unless otherwise specified, the tenure of all positions funded by grants is conditional upon continued grant funding. The grant manager will work with the Office of Human Resources to provide guidance to temporary and permanent employees about their rights and responsibilities regarding employment with HCPSS upon termination of the grant.
- E. The grant manager will ensure that the terms of the grant are not changed without the written authorization of HCPSS and the funding source. The grant manager will inform the appropriate management and work with the Grant Accounting Office on any proposed fiscal and program changes.
- F. In cooperation with the Grant Accounting Office, the grant manager will oversee the continuation of a multiyear project and the proper termination of a completed project by ensuring that grant funds are expended. Otherwise, the grant manager will seek written authorization from the funding source to extend the life of the grant.
- G. Funds from these sources and other types of donations may be subject to Policy 4020 Fund Raising, Policy 4010 Donations, and/or Policy 6060 Community Improvements to School Sites or School Facilities. Standard HCPSS procurement procedures are to be followed according to Policy 4050 Procurement of Goods and/or Services.

III. Completion of Grants

- A. When the Grant Accounting Office monitors project spending during the life of a project, they will provide notice of termination to the grant manager 90 days before the scheduled conclusion of the grant funding. The Grant Accounting Office will also provide a final financial report to the funding source as required. The grant manager is responsible for completing any final project status reports.
- B. When a school monitors spending during the life of the grant, the principal is responsible for completing all final financial and project status reports.
- C. All letters that commit HCPSS resources will be reviewed by the Grant Support Services Office and will be signed by the Superintendent/Designee.

IV. Cooperation with Non-HCPSS Organizations (Collaborative Grants)

- A. The Superintendent/Designee will review all collaborative grants (mandated or otherwise) with other school districts.

- B. In all instances when the HCPSS enters into collaborative grants and/or provides facilities, administrative services, or other resources, the appropriate directors will review the grant proposals.

ADOPTED: June 14, 2001
AMENDED: May 12, 2011
EFFECTIVE: July 1, 2011