

School-Based Grants

A Guide for HCPSS Schools

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HCPSS Grants Office

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HCPSS Strategic Vision



EQUITY FRAMEWORK

Belonging
Instructional Excellence
Opportunity and Access
Engaged and Inspired Learners

STRATEGIC PRIORITIES

Excellent Staff
Early Childhood
Career Pathways
Customized Instruction
Accountable Operations

FOCUS AREAS

Attendance
Proficient in Math
Reading by Grade 3
College and Career Ready
Effective Discipline Practices

The Board of Education of Howard County encourages the attainment of external funding from federal, state, local, or private entities that are aligned with the values and key strategies of HCPSS. The Board, in its commitment to equity and excellence in education, 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 of new programs aligned to the school system's vision and mission. ~Policy 4000 Value Statement

HCPSS Grants Office

VISION: Every HCPSS grant manager has the knowledge, skills, and tools to design and implement grant programs in a way that:

- Maximizes **equity & outcomes** for students.
- Ensures **excellence & accountability** in fiduciary responsibilities.

MISSION: The HCPSS Grants Office is committed to **supporting grant managers** by providing an excellent level of customer service and reliability, while striving for **continuous improvement**.

PHASE 1: Identify & Prescreen Grant Opportunities

Who should read through this section?

Any HCPSS employee, staff member, teacher, etc. who:

1. Is interested in ***finding a potential grant funding opportunity*** for a special project or program, and/or
2. Has already found a potential grant opportunity and is ***interested in submitting an application*** for this grant program.

Top Takeaways for Phase 1:

- Anyone can search for potential grant funding opportunities, including teachers, school leaders, staff, PTA parents, etc.
- Never apply for a grant (submit an application) until ***after*** you have ***prescreened*** the grant opportunity with the HCPSS Grants Office, and received authorization to apply for the grant, on behalf of HCPSS.

PHASE 1: Identify & Prescreen Grant Opportunities

PHASE 2: Apply

Search for a potential grant opportunity

Anyone can **search for potential funding opportunities**, including teachers, school leaders, staff, PTA parents, etc.

Identify a grant opportunity

A staff member finds a grant opportunity for which they **plan to submit** an application or proposal.

Prescreen the opportunity with HCPSS Grants Office

The staff member completes the **Intent to Apply for a Grant form**, **obtains their principal's approval & signature**, then sends it to the **HCPSS Grants Office (Annette Bartlett)** who prescreens the funding opportunity to ensure alignment with HCPSS priorities, values, and policies (*including policies for staffing, HR, procurement, instructional materials, technology, etc.*)

Receive authorization to apply for grant

The HCPSS Grants Office responds within two weeks to provide authorization for the staff member to move forward with submitting an application or proposal (*or with a reason for any denial of the request*).

Prepare and submit application & proposed budget

The staff member prepares the grant application (*according to grantor's instructions*), **ensures their principal is in approval of the application & proposed budget**, then submits it by the grantor's deadline.

NOTE: Proposed grant budgets **over \$5,000** or **proposing staff wages** should be vetted with Grants Office prior to submission.

Identifying Grant Opportunities

Anyone can ***search for potential funding opportunities***, including teachers, school leaders, staff, the PTA, etc.

Potential Sources of Grant Opportunities:

- Bright Minds Foundation <https://brightmindsfoundation.org/our-work/teacher-grants/>
- [Youth Engagement Programming Grants](#) (Howard County Government)
- [Local Children's Board of Howard County](#)
- Internet searches for specific types of grant opportunities may also yield results - there are thousands of grantor organizations looking to award funds to be used for specific purposes.

NOTE: The Grants Office keeps a running list of other websites and information: [Potential grant opportunities with external organizations](#) *(Let us know if you have another link we should add to this list, for which other schools or educators may be interested in applying)*

Prescreen the Grant Opportunity



INTENT TO SUBMIT A GRANT PROPOSAL FORM

Revised September 2023

Per Policy 4000, the grant applicant will submit an Intent to Submit a Grant Proposal form to the Superintendent/designee prior to completing a grant application for any amount.

Completion of this intent form fosters connections to HCPSS departments for grants (i.e., Budget, Purchasing, Data Privacy, HR), and ensures alignment with all HCPSS and Board of Education policies. For staff who are unfamiliar with grants management, central office staff are available to assist with the completion of the form. Questions can be directed to HCPSS Grants Administrator, Annette Bartlett. Completed forms and all additional requested information should be emailed to: Annette.Bartlett@hcpss.org.

Section 1: Grant Information

Proposed Grant Applicant/Program Manager: Phone:
School/Office: Email:
Proposed Grant Project/Program Name:
Projected Grant Award Amount: Funding Source/Grantor Organization:
Proposal Due Date: Grant Award Start Date: Grant Award End Date:
Check One: New Award ☐ Continuation (Renewal) Award ☐ Check One: Federal ☐ State ☐ Other ☐

Grant Details: When submitting this intent form, please include a copy of the grant opportunity announcement, application instructions, and all required budget forms or templates. Or, provide the link to the website where this information can be found:

Grant Proposal Summary: Please provide a brief description of how you plan to utilize the grant funds (if awarded), including the activities, programs and/or other opportunities for HCPSS students and/or staff. Please include estimated dollar amounts for funds that would go toward staff salaries, workshop wages, travel, equipment, supplies and/or contracts with third-party vendors or organizations.

Check all that apply:

- ☐ Applicant has reviewed Grant Origination training via Canvas (<https://hcpss.instructure.com/courses/100128>)
- ☐ Proposal will require a commitment of HCPSS resources, i.e., in-kind services, matching funds (if checked complete Section 2)
- ☐ Proposal will request support for salaries and/or workshop wages (if checked complete Section 3)

HCPSS employees must ***PRESCREEN*** a potential grant opportunity ***BEFORE*** submitting any grant application.

WHO? Permission to apply must be obtained from:

1. **Supervisor/Principal, and**
2. **HCPSS Grants Office (Grants Administrator)**

HOW? Use this PDF form* located at: hcpss.org/grants/

****Coming soon: Service Request automated form will replace the PDF form.***

PHASE 2: Apply for the Grant

Who should read through this section?

Any HCPSS employee, staff member, teacher, etc. who:

1. Has found a potential grant opportunity and is ***interested in submitting an application*** for this grant program.
2. Has already completed the ***prior step*** of submitting an ***Intent to Apply for a Grant Form*** to the Grants Office, and has received approval to move forward with application.

Top Takeaways for Phase 2:

- Read the ***grantor's instructions*** VERY carefully, at least twice!
- Never submit a grant application until ***after*** your principal has reviewed and is in approval of your proposal for what you'll do with the grant funds (if awarded).
- ***Ask for help*** from the HCPSS Grants Office, if needed, when preparing your application.

PHASE 2: Apply for the Grant

- **Written Proposal:** Often the grantor requires a written narrative portion of the application which includes:
 - **Statement of Need** - describe the current status of a program, including data or statistics, and explain why additional resources are needed to improve or expand that program (or to create a new program or initiative). This section explains **WHY** you are seeking grant funds.
 - **Project Description** - describe **WHAT** you plan to do with the funds (use research to strengthen your proposal) and **HOW** you will accomplish it.
- Person writing the proposal should work closely with ***school leadership*** and other colleagues to ensure the proposed activities and timeline are feasible, and in alignment with other school programs and initiatives.
- Grant applicants can also reach out to the HCPSS Grants Office for support.
- The [HCPSS Grants Management Canvas Community](#) has many resources to support grant applicants.

PHASE 3: Manage the Grant

READ THIS SECTION WHEN YOUR SCHOOL GETS A GRANT AWARD!

Who should read this section of the presentation?

Principals - Anytime a school is awarded grant funds, the principal has a ***fiduciary duty*** to ensure the funds are used for their approved purposes only.

Principal's Secretaries & Bookkeepers - If you are a **principal's secretary at a elementary or middle school**, or a **high school bookkeeper**, you will play a supporting role in spending grant funds and/or documenting expenditures.

School Building Staff - If you are the person who ***applied for the grant*** and/or a person who will be heavily involved in ***implementing the grant activities or program*** within your school, then you should read this presentation. You will work together with the above-named people to manage the grant.

Key Topics in this Section

1. **Grant vs. Donation:** What counts as a ‘grant award’?
2. **Roles:** Who is part of the school-based ‘grant team’?
3. **Account Setup:** Where do we put the money?
4. **Expenditures:** How do we start spending the grant funds?
5. **Documentation:** How do we track our spending?
6. **Amendments:** What if we need to change our plans?
7. **Reporting:** How do we report on how we spent the grant funds?
8. **Additional Resources**

This section is for schools that have already received a grant award

Is it a *REALLY* a Grant?

Or is it a Donation, Gift, Sponsorship or Fundraiser?

Grant - Non-repayable funds given by an external source that requires a written proposal or other means of commitment for a particular purpose over a specific period of time.

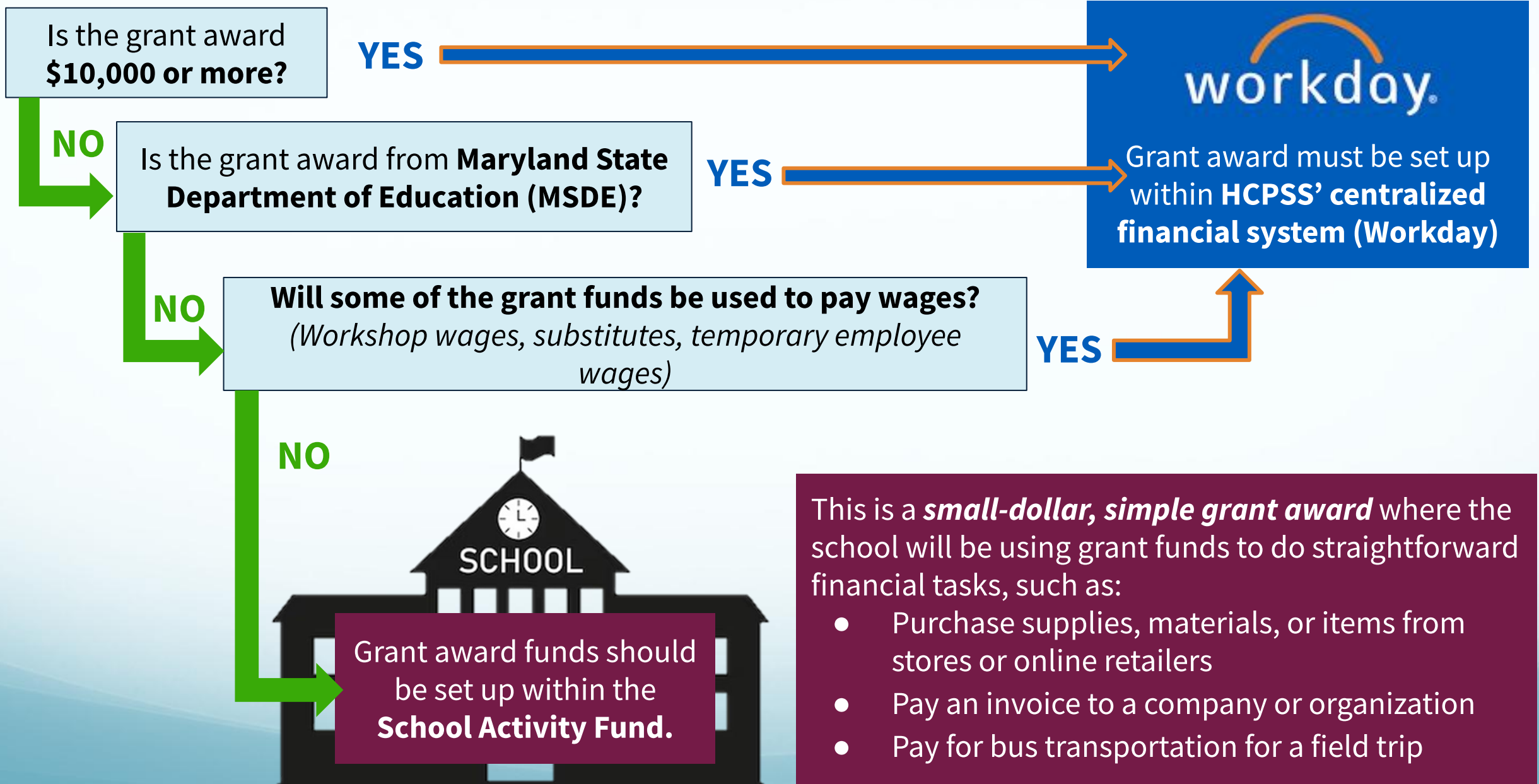
- **Grantor:** Grants can be given by a local, state or federal government agency, or a foundation, corporation, or other external source.
- **Grantee:** The specific HCPSS school which receives the grant award.

A grant is NOT a donation, gift, sponsorship, or fundraiser.

- **Donation** - Equipment, materials, money, or property *given to a school* or to the school system for use in or in conjunction with educational or extracurricular programs.
- **Gift** - A service or object of economic value *given to an individual* without compensation.
- **Sponsorship** – The act of supporting an event, activity, person, or organization financially or through the provision of products or services.
- **Fundraising Activity** - A school or school-sponsored organization sells goods or services in order to generate money for the school or a charitable cause.

I Have No Idea! - If you are *uncertain* about whether something is a *grant or not*, consult with Annette Bartlett, Grants Administrator.

Where do we put the money?



Two Options for Grant Setup Location

When a school receives a grant award, they should consult with the HCPSS Grants Office on the appropriate location to set up the grant award and place the grant funds. The location depends on the **dollar amount**, the **funding source**, and on **how the funds will be spent**.

Locally Managed Award in School Activity Fund (SAF)	Centrally Managed Award in Workday Financial System
How to Set Up: Principal's Secretary (or Bookkeeper) will create a new sub-account in SAF, under the Grants 300.0.00) ledger, and give the account a name (e.g., <i>FY24 TES Kindness Grant 300.0.002</i>)	How to Set Up: The Central Office Finance Team must set up new award in Workday with roles assigned: Grant Manager = Principal; Lead Principal Investigator: Principal's Secretary (Bookkeeper)
Award Amount: This setup can be used when the award to a school is less than \$10,000 . <i>Grantor: Due to reporting requirements, if MSDE is grantor, award must be set up in Workday, even if award is less than \$10,000.</i>	Award Amount: Must use Workday for grant award setup when the award to the school is \$10,000 or higher . <i>Grantor: Due to reporting requirements, if MSDE is grantor, award must be set up in Workday.</i>
Types of Expenditures: Local setup in SAF is only possible when expenditures will be simple transactions, such as purchasing supplies/materials and paying invoices to third-party suppliers.	Types of Expenditures: Must use Workday when grant funds will be used to pay any type of wages to HCPSS staff (workshop wages, temp wages, subs, etc.) as Salary Vouchers are done within Workday.
Purchase Card: No need to obtain a new G-card. Rather, the Principal's Secretary (or Bookkeeper) can use their existing S-card (associated with the SAF) to make purchases using grant funds. All purchases for the grant must draw down directly from the new sub-account in the SAF. Must keep documentation of all purchases in Google folder shared with HCPSS Grants Office.	Purchase Card: A new G-card must be obtained (principal's secretary, bookkeeper, or program manager can apply) in order to purchase supplies/materials and pay small-dollar invoices. All G-card transactions must be verified in Workday using the grant's worktags. <i>Larger purchases and/or payments to third-party contractors must be done via the procurement process (requisitions & purchase orders, etc.)</i>

How to Spend Your Money: *Local Setup*

Guidance for grant awards that are *set up locally, in the School Activity Fund*.

Type of Spending	Who Does Transaction?	Who is Helper?	Other Notes
Purchase supplies, materials or equipment (<i>e.g., 3D Printer, books, items on Amazon, etc.</i>).	Principal's Secretary (or Bookkeeper) uses S-card to make purchases.	Teacher awardee helps ensure the correct items are purchased (<i>e.g., make a spreadsheet with links, quantities, etc.</i>).	Double check with Principal prior to making purchases. Save copies of receipts in the grant's Google folder.
Pay an invoice to a company or organization.	Principal's Secretary (or Bookkeeper) uses S-card (<i>or writes a check</i>) to pay the invoice.	Teacher awardee helps coordinate the service provided.	Double check with Principal prior to making purchases. Save copies of receipts in the grant's Google folder.
Pay for bus transportation for a field trip.	Same process as other field trip bus expenses - can use S-card to pay	Teacher awardee should work together with Principal, Principal's Secretary/Bookkeeper to request a bus, get approval, and finalize transportation details, per HCPSS	

Never pay out of your own pocket expecting to be reimbursed!

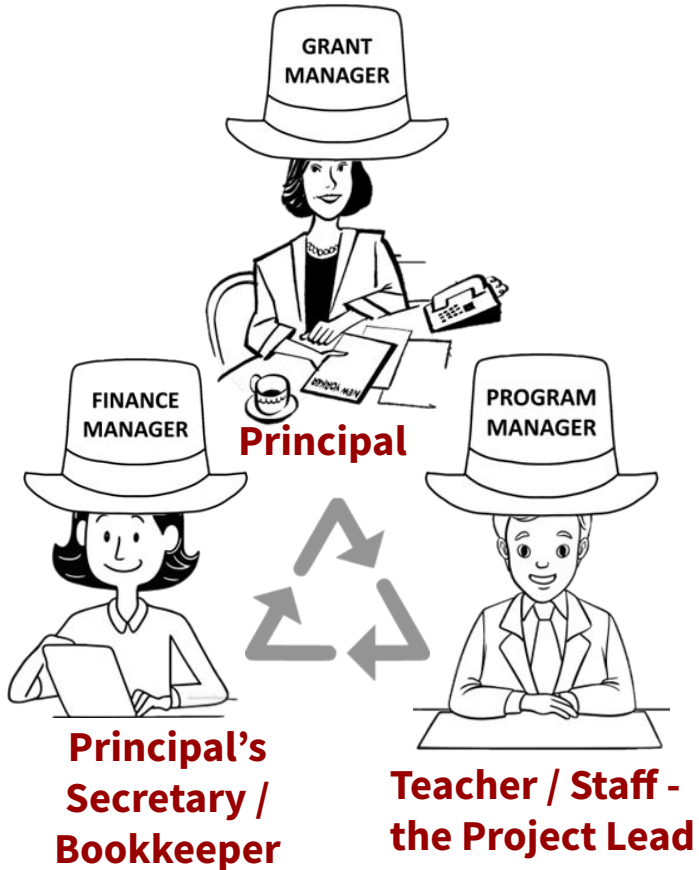
How to Spend Your Money: *Workday Setup*

Guidance for grant awards that are ***set up centrally, in Workday.***

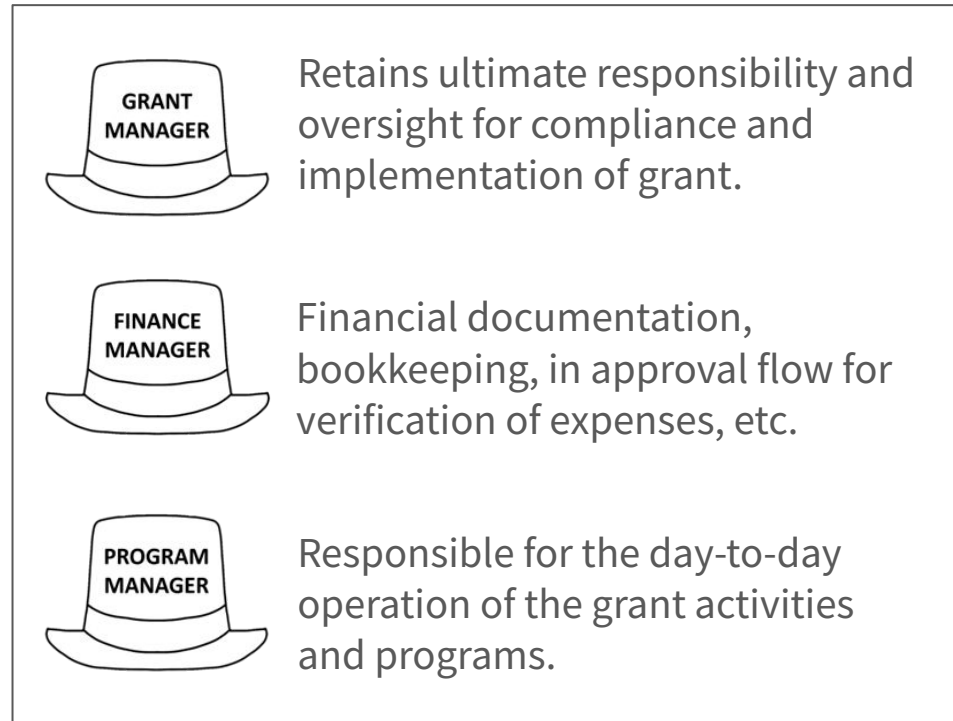
Type of Spending	Steps Required	Other Notes
Purchase supplies, materials or equipment (<i>e.g., 3D Printer, books, items on Amazon, etc.</i>).	Teacher Awardee, or Principal's Secretary (or Bookkeeper) must apply for a G-card to make purchases.	Double check with Principal prior to making purchases or arranging services to be provided. Must verify all purchases and invoice payments in Workday, using the grant's <i>worktags</i> .
Pay an invoice to a company or organization.	<i>Plan ahead!</i> This process can take 2 to 6 weeks for the card to be ready.	
Pay wages to a HCPSS staff member (<i>e.g., workshop wages, substitute teacher, etc.</i>)	Principal's Secretary (or Bookkeeper) must submit a Salary Voucher (SV) request via the Service Request portal.	Must use the grant's <i>worktags</i> when completing the SV request. Principal must approve the SV payment request.
Pay stipends to parents	Consult with HCPSS Grants Office	<i>May require parents to register as "suppliers" in Workday - TBD.</i>

Never pay out of your own pocket expecting to be reimbursed!

School-based Grant Team



Grant Roles







Central Office (CO) Program-based Grant Team



- **SCHOOLS:** The **Principal** must be the **Grant Manager**, and the **Principal's Secretary** (Bookkeeper, if a high school) must be the **Finance Manager**.
- **CO PROGRAMS:** Have the same level of **accountability**, but **more flexibility** in who wears each "hat" for grant roles and responsibilities. Duties can be shared among small or large teams of staff and leaders.

School-based Grant Team - Roles & Responsibilities

Grant Manager (School Principal)	Finance Manager (Principal's Secretary or Bookkeeper)	Program Manager (Teacher or Staff Member)
 Signs Intent to Apply form, to signal approval for staff to pursue grant opportunity.	Assists principal and teacher, as needed, in preparing and submitting Intent to Apply form.	 Prepares and submits Intent to Apply form to HCPSS Grants Office when a grant opportunity is identified for which they wish to apply.
 Reviews and approves grant proposal prior to staff member submitting it to the grantor organization.	When grant is awarded to school, works with HCPSS Grants Office to set up the grant either in Workday or in school's local account .* Works with Program Manager to purchase supplies, materials, pay invoices , then documents all purchases and payments in Google folder . May need to submit salary vouchers (for wages or subs associated with the grant).	 When approval to apply is granted by HCPSS Grants Office, prepares and submits the grant application to the grantor organization. If notified of a grant award, alerts HCPSS Grants Office & school-based team .
Holds ultimate decision making authority for how the grant funds are used and how grant activities are implemented.	Works with Program Manager to purchase supplies, materials, pay invoices , then documents all purchases and payments in Google folder . May need to submit salary vouchers (for wages or subs associated with the grant).	Works with Finance Manager to purchase supplies, materials, pay invoices , then documents all purchases and payments in Google folder . Oversees day-to-day operations and implementation of grant activities. If modifications are needed, works with HCPSS Grants Office & Grantor to amend the grant .
Holds ultimate fiduciary responsibility for how funds are spent.	Supports Program Manager in preparing final report for expenditures vs. funds remaining .	Prepares final report , per the grantor's specifications, for programmatic outcomes and expenditures. Works with HCPSS Grants Office to close out the grant .



NOTE: The Bright Minds grant application portal incorporated the "Intent to Apply" form together with the actual application, then routed it to the applicant's principal for approval - thus combining all those steps.

Documenting Grant Files in Google Folder

All school-based grants must have a designated ***shared Google folder*** to facilitate access to grant records by both the Central Office and the School Team, including:

- HCPSS Grants Administrator (Annette Bartlett)
- School Principal (serves as official Grant Manager and fiduciary agent)
- Principal's Secretary or Bookkeeper
- Project Manager (school staff member(s) who run the grant program)

Documentation Purposes:

- Organized files - for easy reference during reporting, audits, questions from Board of Ed, etc.
- Tracking of finances - spend down of grant funds, funds remaining, etc.

Grants Clusters Dashb... > School-Based Grants > Guilford Park HS ▾

Type ▾

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SY24-25 BM Grant - GPHS LEGO Blocks

12:00 PM me

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What if I Need to Adjust my Grant Budget?

Common Scenario: You need to make a change to your grant budget (due to the needs of your school or program changing).

Do NOT just unilaterally decide to move funds around in your grant budget.

STEPS TO AMEND THE GRANT:

1. Reach out to the **grantor** (the organization that gave you the money) via email. Explain what you are proposing to change in your grant's budget, and the reason(s) why, and ask for permission to amend the grant budget.
2. The grantor will typically respond, via email, with **permission to amend**. *(This email chain should be saved as a PDF document in the grant's google folder, as evidence of the grantor's permission to amend the grant.)*
3. Share this update with HCPSS Grants Office, as an FYI. *(NOTE: If your grant is setup in Workday, the HCPSS Accounting Team will need to make the changes to the grant.)*

Example of an Amendment to a Grant Budget

Scenario: Your original grant proposal included plans to spend \$800 on bus transportation and \$200 on entrance fees for a field trip to a museum. However, a field trip is no longer realistic (due to other factors at your school), so you'd like to have a school assembly instead.

1. Create (or update) a **spreadsheet or table** that shows your **original budget** compared to your **newly proposed budget**. *(Be sure the new total dollar amount is still equal to your original grant award).*
2. Send your request, via email, to the grantor, including the sheet or table, so the grantor can easily see how you want to make changes.

Budget Item	Details	Original Cost	Proposed Change	Updated Cost
Museum Tickets	\$20/person x 100 people	\$200	Cancel field trip	N/A
Bus Transport	2 school buses, round trip	\$800	Cancel field trip	N/A
School Assembly	Eric Energy Science Show Performance - Large Group	N/A	Do school assembly instead of field trip	\$1,000
	TOTAL GRANT BUDGET	\$1,000		\$1,000

Grant Reporting

Many **grantor organizations** require the grantee to complete a final report at the end of the grant period. You agree to this condition when you accept their money. The grantor may want to know:

1. **Expenditures** - Details about how you spent your grant funds, and how much money you spent altogether.
2. **Outcomes** - Any findings, outcomes, lessons learned, participation data, or results of the grant program activities.
3. **Stories & Good News** - Anecdotal stories, pictures, or a showcase of your grant program.

Who is responsible for this final report?

The **teacher or staff member** who is the **project lead** for the grant is responsible for completing and submitting any required reports to the **grantor**.
(Send a copy to the Grants Office please!)

School Activity Fund Financial Reporting to HCPSS Accounting: Separate and apart from any reports due to the grantor organization, the **principal's secretary (or bookkeeper)** who is responsible overall for any financial reporting associated with the **School Activity Fund** will include information about this grant award subaccount as part of their SAF reporting overall.

Additional Resources

- [HCPSS Policy 4000 - Grants](#)
- [Intent to Apply form](#)
- [HCPSS Grants Support webpage](#)
- [HCPSS Grants Management Canvas Community](#)
- [Grants Roles & Responsibilities Matrix](#)
- **HCPSS Grants Office: *Annette T. Bartlett, Grants Administrator***
[Annette Bartlett@hcpss.org](mailto:Annette_Bartlett@hcpss.org); (410) 313-2518.

APPENDIX: More Technical Stuff

This section contains more formal language regarding grants management that was pulled from:

- [Grants Roles & Responsibilities Matrix](#)
- [HCPSS Policy 4000 - Grants](#)
- [Policy 4000 Implementation Procedures for Grants](#)

PHASE 2: Apply for the Grant

- Grant applicant should work closely with ***school leadership*** and other colleagues to ensure the grant proposal is feasible, and in alignment with other school programs and initiatives.
- Grant applicants can reach out to the HCPSS Grants Office for support.
- The [HCPSS Grants Management Canvas Community](#) has many resources to support grant applicants.

	PHASE: Applying for the Grant	
	<p><i>Following a successful prescreening, the initial proposal is further developed, then a comprehensive grant application is prepared, circulated for approval, and officially submitted to the grantor organization.</i></p>	
	Prepare the Application	Submit the Application
Grant Applicant	<p>Staff member takes the lead on preparing the grant application, and should utilize the guidance and any templates available in the HCPSS Grants Office Canvas Community. Grant Applicant collaborates with the HCPSS Grants Office as needed, and consults with all relevant teams or departments within HCPSS, who are implicated in the proposed grant programming (according to the Intent to Apply form).</p>	<p>Shares their draft grant application with their school principal, and with the HCPSS Grants Office, for review, approval and any signatures needed from HCPSS leadership. After review is complete, applicant then submits the finalized and complete application package to the grantor (per grantor's instructions).</p>
Supervisor	<p>Supports the GM in preparing a grant proposal in line with HCPSS's Strategic Call to Action, departmental goals, and school-level goals (as relevant).</p>	<p>Reviews the grant application package, and provides signatures where needed. Ensures the proposed budget and anticipated expenditures are in alignment with the school's plans, programs, goals.</p>

PHASE 3: Manage the Grant – **SET UP THE GRANT AWARD**

When a school is notified of receiving a grant award, they should work with the Grants Office to set up the award (*see next slide for details*) and to set up pathways by which grant funds can be spent down.

PHASE: Managing the Grant				
	Notification of Award	Obtain Approval for Acceptance of Award	Setup of Award (official acceptance)	Set Up Expenditure Pathways & Begin Spending (Purchase Card: G-Card or S-Card, Purchase Orders, etc.)
Program Manager (Staff Member)	Receives notification of the award, and forwards this notification to principal, bookkeeper/principal's secretary, and any other relevant colleagues. Uploads grant award documents to the grant's Google folder.	Submits a request to the for the award to be approved and accepted by the HCPSS Grants Office (who will loop in the Budget Team, Superintendent & BOE (if required)).	Consults with Grants Office to determine set up location (local vs. central). For centralized set up in Workday, ensures all necessary grant documents are attached to the award, including an approved budget table aligned to state	Works with Principal's Secretary/Bookkeeper to apply for a G-Card (is grant set up in Workday) or to use school's S-card to purchase supplies/materials and pay invoices, then documents all purchases and payments in Google folder. Verifies transactions in Workday (if G-card used).
School Principal (Grant Manager)	<i>May receive notification of award on behalf of the staff member who applied.</i>	Stays abreast of communication with Grants Office. Ensures any funds sent to the school are forwarded to HCPSS Central Office when appropriate.	School Principal assumes role of 'Grant Manager' and works with Bookkeeper/Principal's Secretary to set up the grant award in SAF or Workday.	Approves all uses of grant funds, including for purchasing supplies/materials, paying invoices, paying salary vouchers for wages, purchase orders, contracts, vendor agreements, etc. and ensures all steps are done in compliance with HCPSS policies, including procurement policies.

PHASE 3: Manage the Grant – **AMENDMENTS & PROGRESS REPORTS**

When the school identifies the need to modify the grant timeline, activities and/or budget items, the school must work with the Grants Office to request an amendment per the grantor’s required process.

PHASE: Managing the Grant		
Amend the Grant <i>(as needed)</i>	Document & Report on Grant Activities	
If modification to the grant timeline, activities or budget is needed , works with Grants Office to prepare an amendment request to submit to the grantor. If amendment request is approved, works with school-based grant team and Grants Office to update the grant award.	Throughout the active grant period, archives relevant documents in Google Folder. Works with Bookkeeper/Principal's Secretary to pay invoices, verify transactions in Workday and submit salary vouchers as needed. Shares status updates and prepares progress reports, per the grantor's requirements. If any report requires signatures from HCPSS leadership, works with Grants Office to obtain signatures. Shares copies of all reports with Grants Office via Google folder.	Program Manager (Staff Member)
Approves any changes to grant activities, timeline and/or budget items, then oversees the amendment request process carried out by the Program Manager and Grants Office.	Stays informed of progress and status updates for grant activities and expenditures. Supports Program Manager (staff member) by reviewing drafts of reports. Ensures Bookkeeper/Principal's Secretary is properly documenting all grant expenditures. Reviews and approves Workday verifications and/or salary vouchers associated with the grant.	School Principal (Grant Manager)

Each grantor organization may have different requirements for how often, and in what manner, progress updates are shared for the grant activities and expenditures.

PHASE 4: Close Out the Grant

PHASE: Closing Out the Grant					
<p>Some grant programs always end at the end of a school year or fiscal year while other grant programs may continue on for multiple years. As the grant period draws to a close, the school-based grant team works with colleagues and Central Office teams (as needed) to complete all required programmatic, financial and evaluative reports, as well as to complete any other closeout tasks required by the grantor. If the grant program has a new grant cycle application opportunity, the Program Manager (staff member) uses a new Intent to Apply form to start the grants lifecycle over again.</p>					
Complete Final Programmatic Reports		Complete All Financial Closeout Tasks (final expenditures, reimbursements, reports, etc.)	Report Out to Stakeholders (grantor, school community, Board of Education, general public, HCPSS leadership, etc.)	Archive Relevant Grants Documents	Initiate Next Grant Cycle
Program Manager (Staff Member)	Coordinates with program teams, evaluation teams, and all relevant participants or third-party partners, to prepare final reports , per the grantor's requirements. Shares draft reports for review and approval by school principal . Works with Grants Office to obtain any HCPSS leadership signatures (as needed), and shares copies of all reports with Grants Office via the Google folder.	Works with vendors, suppliers and school team to spend down any remaining funds . Works with Principal's Secretary/Bookkeeper to pay any remaining invoices, and to submit reimbursement requests to the grantor (if relevant). Prepares final financial reports with assistance of Principal's Secretary/Bookkeeper and Central Office Budget and/or Accounting teams (as needed) and shares with grantor and Grants Office. Works with Central Office Accounting team to remit unspent funds back to grantor (if required by grantor).	Works with school leadership and the grantor organization to report on progress and grant outcomes, including any social media, website updates, news articles, etc. Loops in the HCPSS Communications Team (as needed) for any press releases, news features, or any other relevant public-facing reports on grant outcomes, progress and spending.	Keeps records of all grant-related documents for at least 7 years . School-based team ensures Grants Office has copies of all official grant documents and financial records via the shared Google folder (and Workday attachments, if relevant).	Plans ahead to apply for next cycle of funding (if available) by submitting a new Intent to Apply form to the Grants Office. If relevant, submits any required documents to the grantor if renewal funding is available.
School Principal (Grant Manager)	Reviews and approves all final reports, prior to submitting to grantor.	Reviews all final reports, prior to sending to Central Office for signatures (as needed). The school principal (Grant Manager) must ensure all grant funds are accounted for and are used for legitimate, approved purposes under the grant program. Ensures any unspent funds are remitted back to grantor (if required by grantor).	Works with any school-based communications staff to report on grant outcomes through social media, websites, newsletters, etc. Coordinates with HCPSS Communications Team (as needed) for any press releases, news features, etc.	School principal should have access to all grant-related files and documents, and ensure records are maintained for at least 7 years.	Stays informed of staff member's plans to apply for a new cycle of funding (if available) and/or to renew funding for additional years. Signs Intent to Apply form, as relevant.

Policy 4000 - Grants

I. Policy Statement

The Board of Education of Howard County encourages the attainment of external funding from federal, state, or private entities 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 of new programs.

V. Responsibilities

- A. Grant applicants will complete the Intent to Submit a Grant Proposal form to the Superintendent/designee prior to applying for a grant for any award amount.
- B. Grant managers will complete all reports required by the grant and maintain comprehensive records for a minimum of five years.
- C. The Offices of Accounting and Budget will ensure compliant financial grant performance.
- D. Principals or designated school-based administrators will submit an annual report to the Superintendent/designee of all grants awarded to the school during the fiscal year.
- E. The Superintendent/designee will annually present a grant summary report for all grants received during the fiscal year to the Board.