

GRANTS

The Grants Office focuses its primary attention on seeking large, system-wide grants that will address the school system's Strategic Plan goals and objectives. A second important function is to provide training and consultation to staff in developing successful school-initiated grants. A third function is to ensure accountability of the school system in implementing grants to meet grantor requirements.

There are many federal, state, and private grants available to meet a variety of needs. The grant protocol on the following pages explains the process to be followed in submitting grant proposals. It incorporates the Board policy that individual schools must submit applications to the Superintendent or Superintendent's designee for the authority to apply for grants and that accounting for the grants must be in compliance with the Tennessee Internal School Uniform Accounting Policy Manual.

Many needed programs and activities in Bartlett City Schools can be implemented as a result of receiving grant awards. Please direct any questions or need for assistance to James Aldinger at jaldinger@bartlettschools.org.

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Overview

A short time frame often exists between the announcement of a grant opportunity and the deadline for submission of an application or proposal. Adequate time must be allotted to complete the BCS process for approval and submission of grant proposals. Please adhere to the steps outlined in this document to apply for grants. Separate protocols have been established for large grants (\$10,000 or more), small grants (under \$10,000), and partnership grants. Please review the steps for each protocol and follow them closely. Grant writing can be a very rewarding experience. Following the appropriate protocol/procedure will ensure that all requirements are met for receiving grant awards.

LARGE GRANT PROTOCOL

Submission of Grant Proposals for Central Office Grants, Partnership Grants, and School Grants of \$10,000 or More

This protocol has been established for all grant proposals submitted by individuals, schools and central office staff representing Bartlett City Schools. It is necessary to adhere to the following steps when submitting a grant proposal to ensure requirements established by Board procedures are met.

- All proposals must support and advance the goals and objectives of the school system's Strategic Plan and/or Tennessee Comprehensive System wide Planning Process (TCSP).

- All applicants for grants of \$10,000 or more must complete the Grant Proposal Summary Form.
- The grant concept and overview must be presented to the Grants Committee at the earliest possible date. This approval must be obtained prior to the development of a grant or before any commitment is made on behalf of Bartlett City Schools. Applicants should ask their Administrator or Department Director to request that their grant be placed on the Grants Committee's agenda.
- When presenting the grant concept to the Grants Committee, the Grant Proposal Summary should be used. A draft of the proposal brief should be distributed to the Grants Office prior to the presentation and a copy of the budget should be distributed to the CFO.
- A final Grant Proposal Summary Form must be filled out completely and submitted to the Grants Office two weeks prior to the submission of the grant to the funder. The proposal brief will be reviewed and may be edited by the Grants Office.
- All grants must have an evaluation plan. The ESEA/Accountability Supervisor must approve research and evaluation activities related to grants.
- The Grant Proposal Summary will be circulated to the appropriate Central Office staff for their review and/or approval.
- The applicant will be notified by the Grants Office when all required approvals are received.
- If the Superintendent and/or Board President's signature is required on proposal forms, the Grants Office will obtain the needed signatures. Please allow appropriate time to accommodate the Superintendent's schedule. After the signatures have been obtained, the original may be picked up for mailing to the grantor.
- **The applicant (school or appropriate central office staff) is responsible for completing the proposal and mailing it to the grantor after approval is received. A copy of the completed proposal must be submitted to the Grants Office.**
- **The Grants Office must be informed of the grant award within 48 hours of the applicant's notification. A copy of the award letter must be sent to the Grants Office.**
- Exceptions to protocol: Exceptions to the protocol are allowed only in special circumstances with the approval of the appropriate member of the Grants Committee. *Grant Proposal Summaries that are submitted late will only be accepted by the Grants Office with the signed consent of the appropriate Principal or Director. [A form will be considered late if it is submitted to the Grants Office less than two weeks before the grant is submitted.]*

GRANT FUNDS MAY NOT BE ACCEPTED WITHOUT APPROVAL OF APPROPRIATE CENTRAL OFFICE STAFF.

SMALL GRANT PROTOCOL

Submission of Grant Proposals for School Grants Less Than \$10,000

This protocol has been established for all grant proposals submitted by individuals, schools and central office staff representing Bartlett City Schools. It is necessary to adhere to the following steps when submitting a grant proposal to ensure requirements established by Board procedures are met.

- All proposals must support and advance the goals and objectives of the school system's Strategic Plan and/or Tennessee Comprehensive System wide Planning Process (TCSPP).
- Certain grants require the approval of the Grants Committee before the development of the grant proposal. If your grant meets one of the following three criteria, please use Large Grant Protocol: (a) ALL grants developed by Central Office staff; (b) ALL partnership grants; and (c) School grants with a value of \$10,000 or more.
- The Grant Proposal Summary must be filled out completely and submitted to the Grants Office two weeks prior to the submission of the grant (regardless of the amount) to the funder. This form will be reviewed and may be edited by the Grants Office.
- All grants must have an evaluation plan. The ESEA/Accountability Supervisor must approve research and evaluation activities related to grants.
- The Grant Proposal Summary will be circulated to the appropriate Central Office staff for their review and/or approval.
- The Grants Office will notify the applicant when all required approvals are received.
- If the Superintendent and/or Board President's signature is required on proposal forms, the Grants Office will obtain the needed signatures. Please allow appropriate time to accommodate the Superintendent's schedule. After the signatures have been obtained, the original may be picked up for mailing to the grantor.
- **The applicant (school or appropriate central office staff) is responsible for completing the proposal and mailing it to the grantor after approval is received. A copy of the completed proposal must be submitted to the Grants Office.**
- **The Grants Office must be informed of the grant award within 48 hours of the applicant's notification. A copy of the award letter must be sent to the Grants Office.**
- Exceptions to protocol: Exceptions to the protocol are allowed only in special circumstances with the approval of the appropriate member of the Grants Committee. *Grant Proposal Summaries that are submitted late will only be accepted by the Grants Office with the signed consent of the appropriate Principal or Director. (A form will be considered late if it is submitted to the Grants Office less than two weeks before the grant is submitted.)*

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PROTOCOL FOR RECEIPT OF GRANT AWARDS

Grant award recipients may be notified in a variety of ways. Grantors may contact the applicant, the Superintendent, or the Grants Office. When you are notified, please adhere to the following:

- Make a copy of the grant award letter and send it to the Grants Office within 48 hours of receiving notification.
- **Send copies of the annual reports that document progress under the grant to the Grants Office for the Superintendent's review and for the grant's file.** If the funder does not require reporting, a Grant Progress Report Form must be submitted to the Grants Office at the end of each grant year.
- If the Division CFO/Sr. Accountant will handle accounting, send a copy of the grant budget and budget narrative to them so an account can be established. If the school will handle the accounting, send a copy of the grant budget and budget narrative to the school's financial secretary.
- If a grant is funded but the proper protocol has not been followed, please contact the Grants Office.

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GRANT PROPOSAL SUMMARY

1. Grant Name:			
2. Grantor:			
3. Submitted by: (School or unit)			
4. Project Coordinator:			
5. Principal/Director:			
6. Amount:			
7. Funding Period:			
8. Deadline:			
9. Target Population:			
10. # of students to be served:		11. # of teachers, staff, or parents to be served:	
12. Grant Funding:	<input type="checkbox"/> New <input type="checkbox"/> Continuation	<input type="checkbox"/> Single Year <input type="checkbox"/> Multi-Year Renewable	

13. Which BCS Strategic Plan Goals will the grant directly support? *(Please select one or two.)*

- Student Achievement
- Effective Communication
- Safe and Adequate facilities
- Human Resources
- Adequate and Equitable Resources
- Legislation and Advocacy

14. What are the specific goals of the grant? *(The final grant proposal should include the goals and the measurable objectives.)*

GRANT PROPOSAL SUMMARY, Continued

15. What activities will you conduct to achieve the goals?

16. How will you evaluate the project?

17. Who will conduct the evaluation?

18. How will this project be coordinated with existing programs?

19. What will happen to the program after the funding ends?

20. Partners: Who is involved in the project, both within BCS and outside the district, and what are their roles?

GRANT PROPOSAL SUMMARY, Continued

21. What type of reporting is required? Quarterly Annual Other (describe)

22. Will BCS be the fiscal agent? Yes No

23. What budget categories will be included? (Check all that apply)

Attach a copy of the proposed budget

- Personnel Fringe benefits Equipment Travel Construction/Renovation
 Supplies Indirect costs Resources Books Prof. development
 Contracts Other (list)

24. What new personnel will be hired?

25. How much money is allocated for evaluation:

26. Is a match (cash or in-kind) required? Yes No (If yes, please describe)

27. Who will provide accounting for the grant?

- Business Services Division School Financial Secretary Other: (Describe)

28. Does the grant have an impact on custodial, maintenance, or after hours staff?

- Yes No (If yes, please describe)

29. Does the grant require the signature of the Superintendent and/or Board President?
 Yes No

30. Internal Approval

To be signed by School Principal or Division/Department Director:

I have reviewed this Proposal Brief and confirm the following (*please check all that apply*):

- The proposed project is consistent with our School Improvement Plan/Department Strategic Plan and the initiatives implemented will support the BCS Strategic Plan.
 The proposed project can be implemented in a manner that does not impede current programs or conflict with other staff.
 This Proposal Brief has been completed and submitted to the Grants Office **2 weeks prior** to the submission of the proposal to the grantor.
 If applicable: The grant concept was presented to the Grants Committee by _____ (list name) and approved on _____ (list date).

Principal or Division /
Department Director

Date

GRANT ANNUAL PROGRESS REPORT

(To be completed if the grantor does not require an annual report.)

School/Department/Division: _____

Project Name: _____ Project Coordinator: _____

Grantor: _____ Funded Amount: _____

Dates of the Project: _____

Project Goals:

Please list your measurable objectives and discuss progress made toward completing your objectives. (You may attach one additional page if needed.)