

October 2017

Grant Development Checklist

- Discuss resource needs with your school / department leadership team. Discuss grant objectives, alignment to strategic plan, grant budget, reporting requirements, roles and responsibilities, etc.
- Prioritize the resource gaps within your school / department.
- Identify a **Grant Champion** for your school / department who can facilitate a grant development committee (School Governance Council member, PTA, teacher(s) and Principal) that will research and develop grant proposals to address resource gaps.
- Contact the **Office of Grant Development**, grantdevelopment@fultonschools.org, 470-254-4573, for assistance developing your grant.

Grant Submission Checklist

- Complete the online [Grant Approval Form](#) on the employee portal for *School-Based Grants* under \$5,000. Both the Principal and Area Superintendent must approve the grant electronically before you can submit your grant proposal to the funder. Allow up to 2 weeks for the Office of Grant Development to obtain approvals prior to grant submission.
- For *School-Based Grants* valued \$5,000+ or for any *Departmental Grants*, email the [Office of Grant Development](#) for the appropriate Grant Approval Form to complete.

Approvals for Grants from \$5K to \$49,999:

School-Based Grants – The Principal, Area Superintendent, Coordinator Grant Development, and the Chief Financial Officer must approve and sign. If multiple schools are involved in the grant, each participating Principal and Area Superintendent must approve and sign.

Departmental Grants – The Departmental Director, Executive Staff Representative, Coordinator Grant Development, and the Chief Financial Officer must approve and sign.

Approvals for Grants \$50K or higher:

School-Based Grants - Principal, Area Superintendent, Coordinator Grant Development, Chief Financial Officer, Cabinet Representative, and Superintendent must approve and sign. If multiple schools are involved in the grant, each participating Principal and Area Superintendent must approve and sign.

Departmental Grants – Departmental Director, Executive Staff Representative, Coordinator Grant Development, Chief Financial Officer, Cabinet Representative, and Superintendent must approve and sign.

- Complete grant application according to guidelines provided by the grantor.
- Submit grant application to the grantor once the Grant Approval Form has been approved by all the required administrators.
- Inform the Office of Grant Development if the grant is funded or not. This information is needed for the annual Balanced Scorecard report to the School Board.

Key Factors to Consider

- If the grant proposal includes a research component (any form of data retrieval, collection, analysis, evaluation, etc.), contact the [Research and Program Evaluation Department](#) and complete the research application prior to grant submission. Allow 6-8 weeks for application review.
 - The research application should be completed if you or partnering organizations are requesting data for a needs assessment or other background information related to the grant application.
 - If an external evaluator will be collecting data as part of the evaluation plan, then the research application should be completed by the external evaluator.
 - If only one school will be involved and data collection will be conducted entirely by school system employees who work at that school, then the review and approval of the research proposal will be the responsibility of the Principal.
- If the grant application requires a Memorandum of Agreement (MOA) or a Memorandum of Understanding (MOU), the terms and conditions need to be reviewed by Nelson Mullins. Your Cabinet Representative can approve a Request for Legal Review form. Factor in the lead time required to secure legal approval prior to routing the Grant Approval Form.
- If the grant budget includes purchasing equipment, indicate in Grant Approval Form how the equipment will be supported and how you will provide training to use the equipment.
- If the grant includes any sort of [alterations to existing buildings and grounds](#), e.g., building a school garden, expanding play structures, etc., you must secure approval from Facilities Services prior to routing the Grant Approval Form.
- If you are partnering with a non-profit organization or an Institute of Higher Education that plans to use school facilities as part of the grant proposal, e.g., an after-school program requesting classroom space, etc., complete a [Facility Use Application](#) and include funding in the grant budget to lease facility space according to the fee schedule.
- If a non-profit organization or an Institute of Higher Education wants a letter of support from your school or department, you must complete the Grant Approval Form and attach the letter of support to be signed.
- Based on certain factors, the School Board will need to be notified and in some cases approve grant proposals prior to submission per board policy DFC. Contact the Office of Grant Development to discuss.
 - If a grant is directly aligned with the strategic plan, and is in an amount greater than \$500,000, then the School Board must be notified prior to submission of the application.
 - If a grant is not directly aligned with the strategic plan, and is in an amount greater than \$100,000, then the School Board must be notified prior to submission of the application.
 - Grant applications requiring matching funds in cash that have *not* been budgeted must receive School Board approval prior to the application being submitted. In-kind contributions (vs. a cash match) do not require School Board approval. Discuss the approval process for unbudgeted matching funds in cash with your Area Superintendent or Executive Staff Representative.

Grant Award

Grant Awards under \$5K:

- Grant funds should be deposited and managed in the local school fund.
- If the grantor is a local, state or federal government agency, regardless of the grant award amount, the grant award must be reported to Budget and Accounting and deposited in a special revenue fund at the district level.
- If the grant includes stipends, regardless of the grant award amount, the grant award must be reported to Budget and Accounting and deposited in a special revenue fund at the district level.
- The Audit Department may conduct an internal audit of grant awards deposited in local school funds.

Grant Awards \$5K or Higher:

- Grant managers should inform the Budget Department when they receive a grant valued at \$5K or more. The Budget Department will forward to the grant manager a budget form to complete based on the grantor's approved award amount. The budget form will be used to establish accounts and make funds available. Once the budget form is completed and returned to the Budget Department, the new grant will be assigned an SAP number and set up for budgeting and accounting purposes. Grant managers will be notified via email when funds are available to use. The Budget Department will report and track these grants on a monthly basis.
- Grant managers should also inform the Accounting Department when they receive a grant valued at \$5K or more. The Accounting Department will submit draw down requests, assist with expenditure posting questions, and will submit required financial reports. Grant reports must be reviewed by the Accounting Office prior to the submission deadline. Please note: All financial reports must be signed by the CFO or his designee.
- The Accounting Department is available to meet periodically with grant managers and their staff to provide assistance with grant reviews and training.

Contact Information

Grant Development: Ashley Garrison 470-254-4573 or Kelly Hopkins 470-254-6773

Program Evaluation: Jhanelle Adams 470-254-6886

Budget: Jennifer Banks 470-254-6760

Accounting: Felecia Martin 470-254-2230