



**OREGON CITY SCHOOL DISTRICT #62  
GRANT PROCEDURES**

## APPLYING FOR GRANTS – OVERVIEW

The purpose of this procedure document is to assist all District staff with Grant applications and to provide some structure and context to the process of Grant applications. It is important to follow these procedures, as the District is ultimately responsible for all Grant funds and expenditures.

The District recognizes the value that grants can bring to our students and their educational experience and encourages District personnel to enrich our student experience with the supplemental funds that grants may provide. The District requires “sign off” from Fiscal Services for every Grant application submitted by all District personnel. This is because some Grants have onerous reporting and monitoring requirements which, when figured into District costs to administer can exceed the value of the actual Grant. Most Federal and State grants have reporting requirements that are set by the State Department of Education. Other grants, such as from foundations or local charities may require reporting and monitoring documentation that the District cannot provide. Fiscal Services is responsible for all audits which may be required from any grant issuer, and therefore needs to be involved in the application process to determine if the District can comply with the accounting and reporting requirements of every Grant in a financial efficient manner.

Federal grant requirements are unique and extremely complicated. They often have specific stringent spending guidelines. For example non-consumable items require a label indicating that they were purchased utilizing federal funding. Disposal of these items have specific rules. Federal purchasing laws are not the same as state purchasing laws. In general federal grants require greater district oversight, and therefore the district incurs greater overhead for monitoring them in comparison with processing other grants. Please keep this in mind if you are considering applying for one. It may cost the district more than the funding to be provided.

It is mandatory that funds dispersed for a grant be spent within District accounting documentation, using either a Purchase Order or District P-Card. Personal funds should NEVER be spent on any Grant. Supplies or equipment purchased with grant funding must ALWAYS be delivered to an Oregon City School District location, **never** to a District employee’s personal residence.

The District’s Fiscal Services Office establishes accounting procedures for Grant financial activities to ensure compliance with federal and state statutes, Board policies, and accounting principles. The Fiscal Services Office will assist in training, serve as a resource to schools, and conduct internal audits and regular continuous monitoring of financial activities.

The principal/department head/program sponsor provides oversight and is responsible for ensuring that Grant funds are spent in accordance with the Grant documentation and for the purpose to which the Grant was intended. While the principal/department head/program sponsor has the ultimate responsibility for all Grant activities at their site, many responsibilities may be delegated to other staff members.

The following procedure is required to be followed prior to applying for any grant and for submission of an application to an agency:

## Funding Proposal (Grants) and Application Procedure

The District recognizes the desirability of seeking grant funds for special projects, which are consistent with the District's vision and strategic plan.

### 1.0 SCOPE:

- 1.1 This procedure describes the steps taken to coordinate the preparation of funding (grant) applications and the steps taken once a grant award is received. Grant applicants should work with their supervisor or their department head in the preparation of the application. The Business Office/Fiscal Services Department is available for help with budget planning.

### 2.0 DEFINITIONS:

- 2.1 Donation/Gift: A contribution given for a general or specific purpose but the funding agency does not have a reporting requirement i.e. a teacher award from a foundation or from a specific donation program.
- 2.2 Grants: Funds awarded to the District from federal, state, other governmental units as well as private and foundation sources for a specific purpose described through a competitive application process.
- 2.3 GPDP: Grant Proposal Development Plan. (DD-AR (2))
- 2.4 Indirect cost: A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one program or activity.
- 2.5 In-kind funds: Payment given in goods, commodities, or services rather than money.
- 2.6 Project Director: Staff member assigned to manage the grant and assure compliance with the grant and District requirements. (Normally the applicant, but it could be a Principal or a Cabinet Member)

### 3.0 PROCEDURE:

- 3.1 Grant funds may only be expended after the School Board takes formal action to adopt and appropriate the grant budget (This is normally done when the School Board adopts the yearly budget). However, for large grants the Board may need to appropriate budget when the grant is approved (Please call Fiscal Services with any concerns).
- 3.2 The District will comply with all regulations and procedures required for receiving and using such funds.
- 3.3 The District will charge an indirect cost to all grants at an amount equal to the current Oregon Department of Education rate or equal to the grant's mandated rate unless the charge is waived by the Superintendent. Grants that do not allow indirect costs will be billed the amount to their general departmental budgets.
- 3.4 Process for applying for grants: Prior to applying for the funds the staff member will:
  - 3.4.1 Determine if the funds are a donation/gift for a specific program. If yes, staff shall follow the District guidelines for the donations/gifts/bequeaths.
  - 3.4.2 The staff member completes a Grant Proposal Development Plan (GPDP) for grant funding sources that meet any one of the following:
    - Are from a federal, state, other governmental unit, or private/foundation source.
    - Have reporting requirements.
    - Require matching or in-kind funds from the District, which require a description on the Grant PDP form, including the funding source.
    - Requires unused funds be returned.
  - 3.4.2.1 Grants involving acquisition of technology equipment or software must have prior notification to the technology department by indication on the GPDP.

3.4.2.2 Grants involving facilities buildings and grounds alterations must have prior notification to the facilities department by indication on the GPDP.

3.4.3 For grant proposals of \$10,000 or more before the GPDP is developed, the appropriate Cabinet Member will review the GPDP to determine the opportunity aligns with the District’s Vision and Strategic Plan, and if the proposal should be developed.

3.4.4 The staff member obtains the appropriate approvals as indicated below

	Principal	Cabinet Level Director	Superintendent
Up to \$10,000*	X*		
\$10,001 to \$49,999		X	
\$50,000 or more			X

\*If a grant less than or equal to \$10,000 has matching requirements, or it requires staffing, the GPDP must be signed by the area’s Cabinet Level Director.

3.4.5 If approved, the staff member sends a completed copy of the GPDP to Fiscal Services at least one (1) week prior to the grant application deadline.

3.4.6 The staff member completes the grant application as required by the funding agency and submits the request.

3.4.7 The Superintendent , Assistant Superintendent, Chief Operations Officer, and when required by the granting agency, the Chairperson of the School Board, are authorized to sign grant applications for submittal on behalf of the District.

3.4.8 If a completed copy of the GPDP is not on file with Fiscal Services at least one (1) week prior to the grant application deadline, the authorized signer may choose not to approve the grant application.

3.5 Process upon receipt of a notice of grant award:

3.5.1 Staff will forward the original notice of grant award, letter of intent, or contract to Fiscal Services.

3.5.2 Fiscal Services prepares and submits a request for the School Board to adopt and appropriate additional grant budget if necessary and will provide the authorization/signature for the District to enter into a contract.

3.5.2.1 Grant funds may only be expended after the School Board takes formal action to adopt and appropriate the grant budget for the fiscal year.

3.5.2.2 If a staff member receives the money and pays expenses without following this procedure, the District will not be held liable for income or expenses, and the funding may be taxable directly to the staff member.

3.6 Fiscal Services will prepare and retain all fiscal reports or documents required by the funding agency.

3.7 The project director will be responsible for:

3.7.1 Monitoring budgets and assuring that expenditures of project funds are in accordance with funding regulations.

3.7.2 Obtaining prior written approval from the Superintendent or designee of a significant change in the use of grant funds, after the budget has been adopted and appropriated by the School Board and notifying Fiscal Services, in writing (email), of the approved change.

3.7.3 Month-to-month tracking bookkeeping records of project expenditures.

3.7.4 Filing all appropriate non-fiscal reports with the granting agency according to the contract deadlines, and sending copies to Fiscal Services.

3.7.5 Assuring all materials are received by the end of the grant period.

3.8 Staff members who receive grants, but fail to adhere to this procedure and/or obtain appropriate approvals, will still be required to file a GPDP. If the GPDP is not approved and spending has already occurred, the staff member may be responsible for any expenses related to the grant.

**4.0 ASSOCIATED DOCUMENTS:**

4.1 GPDP - Grant Proposal Development Plan

**4.2 RECORD RETENTION TABLE:**

Identification	Storage	Retention	Disposition	Protection
GPDP - Grant Proposal Development Plan	Paper and electronic files.	6 years	Shred/delete (secure disposal)	Electronic files backed up on server; files/office locked when not in use.

**5.0 REVISION HISTORY:**

Date	Revision	Description
		Approved by Cabinet