

## STANDARD OPERATING PROCEDURE



Title: Grants and Contests	Policy Name: Federal, State, Local, Private Grants
Created by: Tony Harroun	Policy: 6110/7230
Reviewed by: Tammy Rabon/Mary Tillman	SOP: 6110-01
Date created: March 4, 2014	Date reviewed: February 18, 2016

**Purpose:** This Standard Operating Procedure (SOP) describes the process the District uses to inform schools about grant possibilities and the process used to obtain District approval for grant submission and expenditure of funds won. The Office for Teaching and Learning-Grants (OTL-Grants office) will create and maintain a site on CANVAS, to be utilized to disseminate information to grant liaisons within each school. The site will contain links to grant sources as well as a copy of this SOP which describes the process for obtaining approval for grants-(prior to submission) to the granting authority.

### Definitions

1. Grant- Any Federal, State or Local agency that awards monies and specifies how the money will be spent and the reports required to substantiate the expenditures.
2. Donations:
  - a. Money-cash or equivalent given to a school to be used for the school or students, for which no specific reporting requirements are stipulated
  - b. Equipment- Non-cash items received from a benefactor, for which no specific reporting requirements are stipulated. Information must be provided to Property Control so the equipment can be tagged in compliance with District procedures.

### Process: Grant application less than \$5,000

1. Staff person A has an idea for a grant.
2. Staff person A obtains approval to look for funding from his/her principal.
3. Staff Person A contacts the Office for Teaching and Learning (Tony Harroun, 813-794-2486), to review the idea and make sure the project:
  - a. Aligns with District goals and initiatives.
  - b. Does not contradict any technical limitations.
  - c. Does not contradict any space limitations.
4. Staff person A completes MIS-538.
5. Staff person A completes Budget.
6. Staff person A writes the proposal and submits it to the OTL-Grants office for approval by the Assistant Superintendent.
7. Once approval is obtained, the proposal is submitted to the granting authority by staff person A.
8. Once the granting authority has communicated its decision on funding, staff person A contacts the OTL-Grants office.

### Grant application greater than \$5,000

1. Staff person A has an idea for a grant.

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2. Staff person A obtains approval to look for funding from his/her principal.
3. Staff person A contacts the Office for Teaching and Learning (Tony Harroun, 813- 794-2486), to review the idea and make sure the project:
  - a. Aligns with District goals and initiatives.
  - b. Does not contradict any technical limitations.
  - c. Does not contradict any space limitations.
4. Staff person A completes MIS-538.
5. Staff person A completes Budget.
6. Staff person A writes the proposal.
7. Staff person A completes Position Control Form (if needed). Staff person A submits results of step 2-7 to the Office for Teaching and Learning-Grants office.
8. The Office for Teaching and Learning will coordinate School Board Approval. Allow 3-4 weeks for approval.
9. Once school board approval is obtained, the proposal is submitted to the funding authority by staff person A.
10. Once the granting authority has communicated its decision on funding, staff person A contacts the OTL-Grants office.
11. If amendments needed, OTL-Grants will coordinate internal approval and notify grant author when complete.

**Grant funds** awarded to schools under \$1,000 may be deposited directly into Internal Accounts of the school as long as the grants are not from a governmental agency and there are no subsequent reporting requirements as per Board Policy 6110.

**Grant funds** from a governmental agency of \$1,000 or over must be deposited to the District accounts and accessed through normal grant procedures. The District will take responsibility for any subsequent reporting to the governmental agency.

### **Process: Donations**

All donations must be received by an official of the school or district (e.g. Principal Assistant Principal, Superintendent or his/her designee).

Donations in any amount must be deposited in the school's Internal Accounts and spent at the school level as long as there are no subsequent reporting requirements.

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## Funding Opportunity Guidelines

**Whether you seek participation in a contest or a grant, we must always remember that our actions are guided by policies from local, state and federal sources, including financial, building, food service and various other interests.**

**EVERY** contest/grant opportunity you seek must be submitted to the Grants Office by submitting an MIS 538 form and a budget ([both available here](#)).

**SOME** contest/grant opportunities require School Board approval (\$5,000 or more) and require more time for responses as the Board agenda deadlines are generally 2 and ½ weeks prior to the Board meeting date.

**EVERY** contest/grant opportunity must be filtered through regulations applied to schools and the entire district. For example, a teacher may want to have science or agriscience students study various effects on plant life and thinks a local hardware store grant would fund the building of a greenhouse. That sounds simple enough, but there are MANY building code requirements for student occupied dwellings. The regulations may not prevent that greenhouse idea, but they may make it impossible to do for the amount of the grant award. Another example is the participation in a room makeover contest. Since classroom space is student occupied, any changes to even the type of paint used in a classroom must ensure compliance with building code.

### School Pursues Grants/Contests:

1. Inform your principal when you find a funding opportunity that you are interested in pursuing (ie. a grant, a contest, an “enter to win a room makeover”).
2. Principal verifies that the funding opportunity is aligned with school and district goals and approves grant/contest involvement.
3. Work with the Grants Office to:
  - a. ensure design meets all applicable regulations
  - b. create an appropriate budget
  - c. ensure scope of involvement is feasible and sustainable as appropriate
4. Submit completed MIS 538 (including principal’s signature) and budget narrative forms to the Grants Office.

### District Departments or Supervisors Pursue Grants/Contests:

1. Inform the Grants Office when you find a funding opportunity that you are interested in pursuing.
2. Inform the Grants Office immediately when you are approached by an outside entity to partner in a funding project (ie. a local university approaches your department about participating in a grant they are seeking or you need a letter of support for a community grant).
3. Work with the Grants Office to:
  - a. create a viable design that is aligned with current district initiatives
  - b. meet with any other departments or schools that will be involved in the project

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- c. find qualified grant evaluators
- d. create an appropriate budget
- e. ensure scope of involvement is feasible
4. Submit completed MIS 538 (including principal's signature), proposal and budget forms to the Grants Office.

### Frequently Asked Questions:

**Q: I am a teacher and I have found an interesting grant/contest for my school. I would like to apply for the grant or have my school participate in the contest. How do I proceed?**

A: First, read the Funding Opportunity Guidelines for District and School Level grants/contests. Then, communicate with your Principal to determine if the grant/contest meets your school's needs. With your Principal's support, submit the MIS 538 and Budget (available electronically) and contact the Grants Office for assistance or with questions concerning the district's procedures for grant/contest application. Finally, notify the Grants Office at 813-794-2486 when you receive your award.

**Q: Where do I get information about grants that I can use in my classroom or my school?**

A: Review the Grants CANVAS site at destination 42392-or call 794-2486. Communicate with your Principal to determine if a particular grant meets your school's needs. With the Principal's support, call the Grants Office for assistance or with questions concerning the district's procedures for grant application. Finally, notify the Grants Office when you receive your award.

**Q: I need a partnership agreement signed by the Superintendent.**

A: Please call the Grants Office at 813-794-2486. All partnership agreements for grants are handled through this office.

**Q: I need a letter of support signed by the Superintendent.**

A: Please call the Grants Office at 813-794-2486. All letters of support for grants are handled through this office.

**Q: I need data and background information about my community/school for a grant.**

A: The Grants Office can assist you in locating needed data and background information. Call the Grants Office at 813-794-2486.

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**Q: I need signatures for my grant. How do I obtain them?**

A: Please call the Grants Office at 813-794-2486. All district signatures for grants are handled through this office.

**Q: I am approved to enter a contest and I have no idea how much we will win. How do I develop a budget?**

A: Develop your budget using the budget form as if you won the HIGHEST award the contest funds. The Grants Office will work with you to amend the budget if the award is less.



**DISTRICT SCHOOL BOARD  
OF PASCO COUNTY**

Carl S. Browning, Superintendent of Schools

Individual identifies a funding opportunity (grant or contest)

Principal or Director reviews funding opportunity guidelines; assures alignment with district strategic plan/ school priorities



Principal/Director decides to develop proposal?

No further action



Department/School notifies Grant staff of intent to pursue funding opportunity:  
-Complete proposal  
-Complete MIS-538  
-Complete Budget form  
-Complete MIS-545 if funds provide new allocation

Funding opportunity \$5,000 or more?

Board Approval is NOT needed  
Submit electronic and hard copy of MIS-538 (with original signature of principal or Director), electronic copy of Budget and proposal to Grants office

Board approval Required  
Submit electronic and hard copy of MIS-538 (with original signature of principal or Director), electronic copy of Budget and proposal to Grants office at least 3 weeks prior to upcoming Board meeting

Revise or shelve and seek other opportunities

- 1. Grant/Contest approval notification is sent after Board meeting
- 2. Submit grant/contest to funding source/organization AND
- 3. Notify Grants office with copy of award notice, if funded



