Title: Grants and Contests	Policy Name: Federal, State, Local, Private Grants
Created by: Lori Romano	Policy: 6110/7230
Reviewed by: Tammy Rabon	SOP: 6110-01
Date created: March 4, 2014	Date updated: July, 31, 2018; 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 Student Support Programs and Services (SPSS - Grants office) will create and maintain a site on <u>CANVAS</u>, 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 <u>less than $5,000</u>

1. Staff person A has an idea for a grant.
2. Staff person A obtains approval to look for funding from his/her principal and/or supervisor.
3. Staff Person A contacts the Office for Student Support Programs and Services (Lori Romano, Senior Grant Writer at 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 Office for Student Support Programs and Services - 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 Office for Student Support Programs and Services

Title: Grants and Contests	Policy Name: Federal, State, Local, Private Grants
Created by: Lori Romano	Policy: 6110/7230
Reviewed by: Tammy Rabon	SOP: 6110-01
Date created: March 4, 2014	Date updated: July, 31, 2018; February 18, 2016

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 Office for Student Support Programs and Services - Grants Office by submitting an <u>MIS 538</u> form and a <u>budget</u> <u>(both available here).</u>

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 and/or supervisor when you find a funding opportunity that you are interested in pursuing (i.e., a grant, a contest, an "enter to win a room makeover").
2. Principal/supervisor verifies that the funding opportunity is aligned with school and district goals and approves grant/contest involvement.
3. Work with the Office for Student Support Programs and Services - Grants Office to:
   a.

Title: Grants and Contests