

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: CND, DAA
Responsible Office: Financial Management
Management, Budget, and Planning

Seeking and Securing Federal, State, and Private Grants

I. PURPOSE

To prescribe the procedures for seeking and receiving grants

II. SCOPE OF THE REGULATION

The grants approval process extends only to MCPS offices, departments, divisions, and schools; the grants approval process does not extend to funds obtained by community-based organizations including PTAs, booster clubs, school foundations, independently chartered student organizations, teachers, or students. Funds from these sources must comply with MCPS Policy CND, *School-Related Fund Raising*.

III. DEFINITIONS

- A. A *grant* is an agreement with a foundation, government agency, corporation, or other external source that provides funds for a particular purpose over a definite period of time to fulfill the goals and desires of the funding source. MCPS garners grant funding to support projects that address critical unmet needs or supplement existing programs and are consistent with the *Success for Every Student Plan*.
- B. A *supported project grant* is a grant that meets one or more of the following criteria:
1. Amount of grant is greater than \$10,000
 2. Funding source requires restricted annual financial reporting
 3. Grant requires cash or in-kind matching funds or commitment of MCPS resources
 4. Grant funds are used to employ personnel other than substitutes in schools during the school day

- C. A *small grant* is a grant that is less than \$10,000, does not require restricted annual financial reporting, does not require cash or in-kind match nor a commitment of MCPS resources, and is not used to employ personnel in the schools during the regular school day.
- D. An *MCPS instituted grant* is a grant that is offered by MCPS or organizations working explicitly on behalf of MCPS. The Office of Financial Management will review the criteria established by MCPS divisions, departments, or organizations working explicitly on behalf of MCPS to determine if the grant program is an MCPS instituted grant.
- E. A *restricted program financial report* is a report that must be filed annually with a grantor agency. Grants funded by the federal government directly or by the federal government through another agency or organization always require restricted annual financial reporting. Grants from the state or a nongovernmental grantor may require a restricted annual financial report at the discretion of the grantor. A nonspecific, general request to inform a grantor of program results, including how funds were expended, does not constitute a restricted annual financial report.

IV. PROCEDURES FOR SUPPORTED PROJECT GRANTS

A. Seeking Grant Funds

1. The grants specialist is responsible for researching funding opportunities and working closely with program staff to pursue appropriate opportunities. Funding opportunities are identified in a variety of ways, including:
 - a) The grants specialist identifies possible funding sources through outreach and involvement with professional and community organizations; coordination with other school systems, county agencies, and community organizations seeking grant funding; and relationships with federal and state agencies and private funding sources. The grants specialist relays information on relevant funding opportunities to executive staff members and program staff.
 - b) MCPS personnel, including principals and program staff, learn of grant funding opportunities through contact with professional organizations and contact the grants specialist with information about programs and projects for which they desire grant support.
 - c) The grants specialist conducts training sessions on seeking grant funding and encourages participants to develop materials and contacts which will be of assistance in the search for grant support.

2. The grants specialist obtains the grant application or funding guidelines from the funding source to distribute to appropriate MCPS personnel.
3. After receiving information about a funding opportunity and deciding to pursue the grant, the responsible administrator appoints a project manager. The project manager and the grants specialist acquaint themselves with the terms and conditions in the application.
4. The project manager coordinates the involvement of program and other staff in project planning and preparing the grant proposal.
5. The project manager completes MCPS Form 280-60, *Approval to Develop a Grant Proposal*, with guidance from the grants specialist.
6. The management and budget specialist in the Department of Management, Budget, and Planning provides guidance to the project manager on the costs of the proposed project, project audit costs, and indirect expenses. All personnel costs are to be paid at rates determined by DMBP. MCPS employees cannot be paid as consultants.
7. The project manager obtains the signature of the appropriate executive staff member and submits MCPS Form 280-60: *Approval to Develop a Grant Proposal* to the Department of Management, Budget, and Planning who submits it to the deputy superintendent.
8. The grants specialist facilitates contacts between the funding source and MCPS personnel. The project manager, relying on the guidance of the grants specialist, is the primary MCPS contact with the funding source.
9. The project manager and grants specialist may garner letters of support from community organizations to be included in the proposal or application. These letters are reviewed during the MCPS approval process along with the final proposal.
10. If the proposal is for a grant of more than \$10,000 that is not an entitlement or formula grant, a renewal of an existing grant, or resubmission of an approved project, the project manager, with guidance from the grants specialist and management and budget specialist, prepares a Board of Education resolution requesting permission of the Board of Education to submit the grant application.

11. The project manager with the assistance of the Department of Management, Budget, and Planning, submits the proposal, signed by the superintendent, to the funding source and, if required, to the State Single Point of Contact.

B. Receiving Grant Funds

1. Supported Project Grant funds are received and expended under the following mechanisms:

- a) Budgeted Grant

The Board of Education approves budgeted grants as part of the annual operating budget request.

- b) Grant Funding Not Provided for in the Annual Operating Budget

- (1) Provision for Future Supported Projects

This lump-sum appropriation allows MCPS to establish supported projects without having to request a supplemental appropriation from the County Council. The Board of Education advises the Council and the county executive in writing of each approved project. To be eligible a project must: not require local matching funds now or in the future; be within the dollar limit for future supported projects as set by the County Council (currently \$100,000 or less); or have received grant funding the year before.

- (2) Request for Supplemental Appropriation

Grant awards that do not meet the Provision for Future Supported Projects must receive a supplemental appropriation by the County Council as well as approval by the Board of Education. For these projects, the Board resolutions will be forwarded to the county executive and County Council for approval.

2. The project manager with guidance from the grants specialist and management and budget specialist prepares a Board resolution to receive and expend grant funds.

3. The project manager in cooperation with the Department of Management, Budget, and Planning, completes MCPS Form 280-59: *Data to Establish MCPS Project Number for Supported Programs* and MCPS Form 210-1: *Request and Authorization for Movement of Operating Budget Funds and/or Positions*.

C. Administering Grant Funds

1. The project manager:
 - a) Is responsible for staff assigned to the project
 - b) Ensures that the tasks and terms set forth in the grant are completed in accordance with the budget and timeline
 - c) Ensures the quality and timeliness of products, reports, financial statements, and other materials to be delivered under the terms of the grant
 - d) Coordinates with other MCPS staff the completion of required evaluations, reports, billings, and audits
2. Unless otherwise specified, all positions funded by grants are conditional upon future grant funding. The project manager works closely with the Department of Personnel Services which provides guidance to temporary and permanent employees about their rights and responsibilities regarding employment with MCPS upon termination of the grant.
3. The project manager ensures that the terms of the grant are not changed without the written authorization of MCPS and the funding source and informs the appropriate management and budget specialist of proposed fiscal and program changes.
4. In cooperation with the Department of Management, Budget, and Planning, the project manager oversees the smooth continuation of a multiyear project and the proper termination of a completed project by ensuring that grant funds are expended or seeks and receives written authorization from the funding source to extend the life of the grant.
5. The Department of Management, Budget, and Planning in cooperation with the Division of Accounting monitors project spending during the life of the project. The Department of Management, Budget, and Planning will provide

notice of termination of a grant supported project to the project manager 90 days before the scheduled conclusion of the grant funding.

V. PROCEDURES FOR SMALL GRANTS

A. Seeking Small Grant Funds

1. The grants specialist is responsible for researching the funding opportunities and working closely with program staff to pursue appropriate spending sources. Grant sources and funding opportunities are identified in a variety of ways, including:
 - a) The grant specialist identifies possible funding sources through outreach and involvement with professional and community organizations, coordination with other school systems, county agencies, and community organizations seeking grant funding, and relationships with federal and state agencies and private funding sources. The grants specialist relays information on relevant funding opportunities to appropriate program staff.
 - b) MCPS personnel, including principals and program staff, learn of grant funding opportunities through contact with professional organizations and contact the grants specialist with information about programs and projects for which they desire grant support.
 - c) The grants specialist conducts training sessions on seeking grant funding and encourages participants to develop materials and contacts that will be of assistance in the search for grant support.
2. The grants specialist or MCPS personnel obtain the grant application or funding guidelines from the funding source.
3. The interested applicant serves as project manager and coordinates involvement of program and other staff in project planning, preparing the grant proposal, and implementing the grant supported project.
4. The management and budget specialist provides guidance to the project manager on the costs of the proposed project. All personnel costs are to be paid at rates determined by the MCPS Department of Management, Budget, and Planning. MCPS employees cannot be paid as consultants.

5. The grants specialist facilitates contacts between the funding source and MCPS personnel. The project manager, relying on the guidance of the grants specialist, is the primary MCPS contact with the funding source.
6. The project manager completes the grant application incorporating feedback from the grants specialist and key program staff where appropriate.
7. The project manager and grants specialist may garner letters of support from community organizations to be included in the proposal or application. These letters are reviewed along with the final proposal.
8. All grants that focus on school-based programs require the approval of the principal on the grant application or proposal. The principal reviews the proposal including letters of support from community organization. Upon approval by the principal, the project manager submits the proposal to the relevant OSA director or associate superintendent for approval.
9. The OSA director or associate superintendent reviews the grant application and/or award letter to ensure that the grant meets none of the four established criteria for a supported project.
10. If the grant does not meet any of the criteria for a supported project grant, the associate superintendent or OSA director initials the proposal to signify approval.
11. The OSA director or associate superintendent forwards a copy of the proposal to the Department of Management, Budget, and Planning. The project manager submits the proposal to the funding source.
12. If the grant meets any of the criteria for a supported project grant, the associate superintendent or OSA director will require the project manager to follow the procedures noted above for a supported project grant.

B. Receiving Small Grant Funds

1. If a small grant is for a school-based program or project, the principal is responsible for overseeing the project, accounting for grant funds, and ensuring that financial and program reports are completed and submitted to the funding source. If a small grant is not for a specific school, the project manager is responsible for overseeing the project, accounting for grant funds, and ensuring that financial and program reports are completed and submitted to the funding source.

2. Upon receipt of grant funds the principal or project manager notifies the Department of Management, Budget, and Planning of the award. The Department of Management, Budget, and Planning maintains this information for inclusion in the status report on small grants provided to the Board of Education semi-annually.
3. Upon receipt of grant funds the principal or project manager places the funds in an account following the procedures outlined in the *Manual of Policies and Procedures for Administering Independent Activity Funds* and forwards funds budgeted for MCPS personnel (including stipends and substitutes) to the MCPS Division of Accounting along with the appropriate forms.
4. Funds from small grants cannot be used to employ personnel other than substitutes in the schools during the school day.

C. Administering Small Grant Funds

1. The project manager supervises staff assigned to the project and ensures that the tasks and terms set forth in the grant are completed in accordance with the budget and timeline. The project manager ensures the quality and timeliness of products, reports, financial statements, and other materials to be delivered under the terms of the grant. The project manager is also responsible for the completion of required evaluations, reports, billings, and audits.
2. The project manager ensures that the terms of the grant are not changed without written authorization of the grantor and that changes do not require the establishment of a supported project.
3. The project manager oversees the smooth continuation of a multiyear project and the proper termination of a completed project by ensuring that grant funds are expended or seeks and receives written authorization from the funding source to extend the life of the grant.
4. Standard MCPS procurement procedures are to be followed.

VI. PROCEDURES FOR MCPS INSTITUTED GRANTS

A. Seeking MCPS Instituted Grant Funds

1. The department or division of MCPS or the organization working explicitly on behalf of MCPS will announce MCPS instituted grants.

2. Grant applicants will follow procedures outlined in the grant application and announcement materials.

B. Receiving MCPS Instituted Grant Funds

1. If the MCPS instituted grant is for a school-based program or project, the principal is responsible for overseeing the project, accounting for grant funds, and assuring that financial and program reports are completed and submitted to the funding source. If the grant is not for a specific school, the project manager is responsible for overseeing the project, accounting for grant funds, and assuring that financial and program reports are completed and submitted to the funding source.
2. Upon receipt of grant funds the principal or project manager places the funds in an account and forwards all funds budgeted for MCPS personnel (including stipends, salaries, benefits, and substitutes) to the MCPS Division of Accounting along with MCPS Form 460-2: *Request for Temporary Employment* and MCPS Form 430-12: *Temporary Part Time Computer Generated Individual Voucher*. Payment of substitute teachers is completed by use of MCPS Form 430-1: *Leave Request*.
3. Funds from MCPS instituted grants cannot be used to employ personnel other than substitutes in the schools during the school day.

C. Administering MCPS Instituted Grant Funds

1. The project manager supervises staff assigned to the project and ensures that the tasks and terms set forth in the grant are completed in accordance with the budget and timeline. The project manager ensures the quality and timeliness of products, reports, financial statements, and other materials to be delivered under the terms of the grant. The project manager is also responsible for the completion of required evaluations, reports, billings, and audits.
2. The project manager oversees the smooth continuation of a multiyear project and the proper termination of a completed project by ensuring that grant funds are expended or seeks and receives written authorization from the funding source to extend the life of the grant.
3. Standard MCPS procurement procedures are to be followed.

VII. REPORTS TO THE BOARD OF EDUCATION

- A. The director of the Department of Management, Budget, and Planning will provide the superintendent and the Board of Education status reports on supported project grants quarterly. The summary will contain information such as source of funds, summary of the project, and the grant amount.
- B. The director of the Department of Management, Budget, and Planning will provide the superintendent and the Board of Education status reports on small grants and MCPS instituted grants semi-annually. The summary will contain information such as source of funds, the school or office responsible for administering the grant, summary of the project, grant amount, and duration of the grant.

VIII. COOPERATION WITH COMMUNITY-BASED ORGANIZATIONS SEEKING GRANT SUPPORT FOR PROJECTS THAT BENEFIT MCPS STUDENTS, FAMILIES, AND COMMUNITIES

MCPS may issue letters of support for proposals submitted by well respected community organizations for projects that benefit MCPS students, families, and communities. All letters of support will be reviewed by the grants specialist and approved by the superintendent.

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