

Grants and Grant Applications

In order to ensure that all grant applications meet applicable federal, state and local laws, contract and insurance requirements, align with district priorities and that the district has adequate resources available to monitor each grant, the superintendent has established the following administrative rules.

1. Grant applications may not be submitted without prior approval of the Business Services Director, and other Directors, the Superintendent or the Board if required, except as listed below under item #6.
2. All grant applications which include the purchase of technology (including hardware, software, “apps”, and licenses) must be approved by the Technology Director prior to an application being submitted.
3. All grant applications which require the installation of equipment or other modification of a district building must be approved by the Facilities Director prior to an application being submitted.
4. All grant agreements and contracts must be signed by the Business Services Director or the Superintendent.
5. All items purchased with grant funds are the property of Lincoln County School District, unless stated otherwise in the grant, and shall be used for the purposes approved by the grantee. All items shall remain with the school or program which wrote the grant unless a change is approved by the Superintendent or Business Services Director.
6. **Grants Approvals Allowed at the Building Level:**
 - A. The following grants, if for the purchase of classroom supplies or books, require Principal approval only (rules 2 through 5 still apply):
 - a. The Behrens Foundation
 - b. Confederated Tribes of the Siletz Indians (CTSI)
 - c. DonorsChoose
 - B. When considering such grants for approval the Principal should consider at a minimum:
 - a. How does this further student learning and achievement goals?
 - b. Does this meet District and School priorities and policies?
 - c. Are there reporting, signatures or other requirements that should involve the District office? If so, forward the application to the Business Office for approval before submission.
 - d. Does this comply with rules 2 through 5 above?
7. **All Other Grant Applications:**
 - A. Shall first be presented to the Principal or central department administrator to determine basic information and initial approval.

- B. After building or department approval, the Principal shall forward the application to the Business Services Director or designee for further refinement of the application.
 - C. The Business Services Director or designee shall evaluate all grant proposals and forward to the appropriate District Directors and/or Superintendent for review of their respective responsibilities as needed.
 - D. The Business Services Director or designee shall notify the Principal or department administrator of the appropriate next steps for submission or rejection of the application.
 - E. Adequate lead time must be considered when submitting applications that must go through several levels of review. For instance, a minimum of 3 days is required for an application only needing budget review. Applications requiring review by multiple departments may require several weeks for approval.
8. The following items should be evaluated by the appropriate District Director(s) or their designee(s) as applicable for each grant application. This is not an exhaustive or all-inclusive list and not all items will apply to every grant:

General

- How does this grant support student learning and achievement goals?
- How does this grant support current and future District goals or initiatives?
- Does the grant align with District policy?
- Does the grant support equity for students and staff?
- What are the tracking and reporting requirements?
- Which District Director will be the Grant Administrator?
- Who will be the grant manager?
- What is the timeline for necessary approvals? (RFP process, Board Approvals, Grant Agreements, Vendor Agreements, Hiring of Employees)

Human Resources

- Are there contractual implications or a need for notification to the employee union(s)?
- Is there an impact to the hiring process?
- Is there a need to hire additional staff?
- Is there a need to write a new job description?

Business Services

- Is there an In-Kind or Matching Funds requirement? Does the District have adequate resources to supply this funding?
- Does the grant span multiple fiscal years?
- What are the financial tracking and reporting requirements?
- Are there legal or liability concerns?
- Can the District meet the insurance requirements?
- Is there a standard grant agreement/contract or will one need to be written and negotiated?
- What are the purchasing requirements for the grant? Will an RFP or bids be needed? Are there Cooperative Purchasing Agreements that can be utilized?
- Will the grant require Board approval for budget appropriations or expenditure limits?

Have salaries, payroll fixed costs and benefits been calculated correctly?
Are Indirect Administrative Costs allowed and have they been calculated correctly? Are District employees entitled to a portion of the Indirect Costs per contract as a Grant Stipend? Has the Grant Stipend form been submitted with the application?
Is this supplementing a current program or project? Is supplanting allowed?
Are there sustainability requirements for the grant?

Facilities & Maintenance

Are facility or grounds modifications needed?
Can this work be done by staff or is an outside contractor needed? Is an RFP needed?
Is there adequate time on the facilities schedule for the work to be completed?
Are building permits required?
If equipment will be purchased are there special installation considerations?
Electricity, internet, venting, etc.
Is the required space available?

Technology

Does this technology support student learning and achievement?
Is the requested equipment compatible with current technology systems and planned future systems?
Does District staff have the necessary expertise and resources (time and funds) to maintain the equipment/software?
What is the estimated setup time for software or equipment annually?
What is the life expectancy of the equipment?
Is the software or equipment compatible with District instructional (Technology) requirements?
What data collections are required? Does the district have the required software and employee resources for the data collection?

9. After a Grant is Awarded:

- A. The Business Services Director shall review, negotiate and sign all contracts or agreements when satisfactory, consulting experts such as attorneys or insurance agents if needed. If grant agreements or requirements do not meet district policy, procedures or are in other ways inadequate, at the discretion of District Directors, the grant may be rejected by the District.
- B. All grants shall be monitored by both the building or department that applied for the grant and the Business Services Director and other Directors or their designees as required by the grant.
- C. All financial reporting shall be done by the Business Office unless the funds are being held in a Student Body Account. Those reports may be done by the building secretary with assistance from the Business Office as needed.
- D. All other reporting shall be done by the appropriate District level department unless assigned to the building as determined during the application process.