

NON-LOCALLY FUNDED PROGRAMS

Purpose: These regulations prescribe standard procedures to be followed by personnel of Staunton City Schools in the procurement of grant funds to supplement our local appropriations, state basic and other aid, and federal funds.

Exclusion from These Procedures: Grants to individual teachers through the Valley Alliance for Education are exempt from these procedures.

PRELIMINARY PROCEDURES:

Identify a program need that is not being met though our current funding streams.

Identify a funding source(s)

Obtain and complete the SCS forms for grant application (Grant Application Cover Sheet, SCS Grant Application Synopsis Form, and SCS Detailed Grant Budget Form). The budget form must include all funding sources for the program, including grant funds, local funds, or other matching requirements (cash or in-kind).

Many grants carry with them an expectation that the program(s) funded by the grant will be continued by local funding after the grant period has been completed. Any/all such expectations must be described and quantified on the SCS Grant Application Cover Sheet.

Review your proposal and these completed forms with your building Principal, or Department Head, and obtain his/her written approval to proceed with the application process. This approval must be documented on the SCS Grant Application Cover Sheet.

APPLICATION PROCESS:

Complete the grant application forms required by the funding agency, and assemble all other documentation required to be submitted with the application. This documentation must include a complete budget for the program that includes the grant funds being applied for plus any local or other matching funds required, both cash and in-kind. The budget must be submitted on the SCS Detailed Grant Budget Form.

Submit the following to the Superintendent for review and approval:

SCS Grant Application Cover Sheet

SCS Grant Synopsis Form

SCS Detailed Grant Budget Form

The completed granting agency Grant Application form(s)

All other documentation required by the granting agency.

SUPERINTENDENT'S REVIEW AND APPROVAL:

The Superintendent shall review the materials submitted and will consider, among other things, whether any of the program activities or conditions of acceptance of the grant, are in conflict with policies of the Board, the objectives of the school division, or state or federal law.

The Superintendent will note approval or rejection on the SCS Grant Application Cover Sheet.

If approved, the Superintendent will notify the applicant to submit the application to the granting agency, and will place the grant/program on the action agenda for School Board approval before the grant may be accepted, if awarded. However, the Superintendent, at his/her sole discretion, may determine that the School Board should take action on a specific grant application prior to its submission to the funding agency. In this case, the applicant will be so notified, and the application will be placed on the agenda for School Board approval prior to submission of the proposal to the granting agency.

If rejected by the superintendent, he/she will notify the applicant, return the application materials, and the process will be completed.

BOARD REVIEW AND APPROVAL:

At the designated School Board meeting, either the applicant or the Superintendent will make a brief presentation of the program and its funding structure to the Board, request the Board's approval to make application for the grant, or to accept the grant, whichever is appropriate, and will answer all questions of the Board.

The School Board, after hearing the presentation and having questions answered, will act upon a motion to approve or deny the request. The Clerk of the School Board will record that action on the face of the SCS Grant Application Cover Sheet.

If the Board has approved a request to apply for a grant, the Superintendent will notify the applicant to submit the grant proposal to the granting agency.

If the Board has approved a request to accept a grant already applied for, no further action is required.

If the Board has denied the request, the Superintendent will notify the applicant, and the process will be completed.

For each grant approved by the School Board, the Superintendent shall provide a copy of the detailed program/grant budget to the Director of Finance.

ACCOUNTING PROCEDURES:

Upon receiving the detailed budget from the Superintendent, the Director of Finance will create and assign account numbers to all required revenue and expenditure lines.

This list of accounts shall be provided by the Director of Finance to the grant applicant, the Principal or Department Head, to the appropriate site bookkeeper, and to the Central Office Accounts Payable Clerk.

The Director of Finance will provide to the grant applicant, the Principal or Department Head, and to the site bookkeeper, instructions on processing requisitions, purchase orders, invoices, and time sheets for payroll on a routine basis.

The Director of Finance will provide to the persons named immediately above instructions on generating periodic accounting reports from our MUNIS Accounting System.

Adopted: MAY 2008