

GRANTS – PRE-AWARD PLANNING AND BUDGETING

All grant-seeking activities by Colorado Springs School District 11 (the District) schools, District central offices, and external organizations seeking to partner with the District (**with a value over \$10,000**) must be coordinated with the District Grants Office. This ensures alignment with the District's mission and priorities as well as makes certain the District has capacity to implement, monitor and evaluate grant-funded activities.

All grant-seeking activities over \$10,000 shall be reviewed by the Director of Grants or his/her designee. The review process is managed through use of *Intent to Apply* forms submitted by all internal staff/office and external organizations wanting to apply for grant funding. (see Exhibits DD-E-1 and DD-E-2).

Writing and Submission

The District Grants Office is responsible for managing the overall grant proposal development and acceptance process in partnership with the organizational unit that will be responsible for the project, should it be awarded. It is also the responsibility of the Grants office to investigate the impacts on any employee agreement or contract. This can be an outside entity (e.g., Institution of Higher Education (IHE), non-profit organization, etc.) or an internal one (e.g., District school, program office, etc). The only exclusions to this requirement are local grants without salaries/benefits/technology in amounts less than \$10,000.

Every grant will be unique and have its own requirements; the Director of Grants will work with the partners to ensure that the grant is successfully completed according to the grantor's specifications. The Director of Grants will work with partners to develop a budget that reflects the actual costs of the project, accounts for all internal cost objectives and is consistent with the guidelines for that grant including fulfillment of any requirements related to cost sharing or matching and maintenance of effort.

Final proposals should be delivered to the Director of Grants for review, with the signature of the appropriate District official, at least 10 days prior to the submission deadline. When less than 10 days for writing grants is available, authorization of the Director of Grants is required. The District Superintendent shall sign all federal and state grant applications as required by the grant funder. All grant applications for amounts \$10,000 and above require the signature of the Superintendent and the Director of Grants. Grant applications for amounts of \$10,000 or less, that do not include salaries for individuals, and do not include the purchase of technology must be signed by the school principal or a department head, with notification to the applicable Executive Director or Deputy/Assistant Superintendent. This exclusion does not apply to state or federal grants.

The Board of Education shall designate the President of the Board of Education and the Superintendent, who is the head of all grants activity, to jointly sign all grant applications that exceed \$100,000, when required by the grant or funder, or when required by the grantor or funder, or which require any District matching funds.

Adopted: July, 1998
Revised: March 2010
Revised: March 18, 2015

CROSS REFS.: DD-R-1, Cost Sharing/Matching
DD-R-2, Supplantation
DD-E-1, Internal Intent to Apply form

DD-E-2, External Intent to Apply form
DE, Grants - Post Award
DE-R-1, Allowable Use of Funds
DE-R-2, Time and Effort
DE-R-3, Indirect Costs
DE-R-4, Audit/Audit Resolution
DE-R-5, Grant Reporting
DE-E-1, Time and Effort form – Single Cost Objective
DE-E-2, Time and Effort form – Partial Payment
DE-E-3, Time and Effort form – Multiple Cost Objectives
LC, Research Projects, Studies, Experiments, and Surveys
Colorado Springs Education Association Master Agreement
Education Support Professionals Meet and Confer Handbook
Executive Professional Meet and Confer Handbook