Seeking, Securing, and Managing Public and Private Grants

I. Purpose

To ensure that all affected parties have knowledge of grants information and to prescribe the procedures for initiating public and private grant applications or proposals, accepting public and private grant funds, and managing public and private grant funds.

II. Scope

The grant approval process extends to all grants for which Prince William County Public Schools (PWCS) offices, departments, or schools apply. The process also extends to all grants on which PWCS offices, departments, and schools partner with external groups or organizations. The grants approval process does not extend to funds obtained by community-based organizations including SPARK, the PWCS Education Foundation; PTAs, booster clubs; independently chartered student organizations; and teachers or students for their own activities. Funds derived from extracurricular school activities, such as entertainments, athletic contests, cafeteria, club dues, etc., and from any and all activities of the school involving personnel, students, or property are classified as school activity funds and must comply with PWCS’ Financial Guidelines Manual. Grant funds may not be deposited in school activity funds.

III. Definitions

A. A grant is an agreement between PWCS and a foundation, corporation, government agency, or other external source that provides funds for a particular purpose over a definite period of time to fulfill the goals and objectives stated in the grant application. A grant may be in the form of money or property. The grant agreement is regulated by program regulations and often authorized by state or federal laws. PWCS garners grant funding to support programs and services that address critical unmet needs or supplement existing programs and are consistent with the PWCS Strategic Plan.

B. Discretionary grants are also known as categorical or project grants. They are awarded on a competitive basis. All discretionary grants require the submission of an application or proposal. Examples: SPARK Innovative Grants, Target Arts Grants, Dollar General Back to School Grants, 21st Century Community Learning Center Grants.
C. **Formula grants** are awarded by public funding sources on a non-competitive basis according to a formula. Almost all formula grants require the submission of an application or proposal that specifies a plan for how the funds will be used. Examples: Title I, II, III, IV, VI and special education funding under PL 94-142 (ADA) and IDEA.

D. **Public funding sources typically award reimbursable grants.** Reimbursable grants generally occur by public funding sources. In the case of reimbursable grants, the PWCS Office of Financial Services “loans” the amount of the grant award to the appropriate office, department, or school. The office, department, or school is responsible for filing timely periodic “requests for reimbursement” from the funding agency, after grant expenditures have occurred. When the funding agency sends the funds, these funds go to the PWCS Office of Financial Services to “pay off” the “loan.”

E. **Cooperative agreements** are distinguished from grants. They occur when another foundation, corporation, government agency, or other external party is substantially involved in the programmatic work under the award.

F. The **Single Audit Act of 1984** requires financial audits of state and local governments, including school systems that receive federal grants. The purpose of the single audit is to ensure that the grantee is in compliance with laws, regulations, and agreements for each federal grant that it receives.

IV. Procedures

A. **Seeking Grant Funds**

1. The Grants Coordinator researches funding opportunities and works closely with program staff to pursue appropriate opportunities. Funding opportunities are identified in a variety of ways, including:

   a. Outreach and involvement with professional and community organizations; coordination with other school systems, county agencies, and community organizations seeking grant funding; relationships with federal and state agencies and private funding sources; resource publications; Internet; etc. The Grants Coordinator relays information on relevant funding opportunities to administrative, supervisory, and program staff through print and electronic formats.
b. PWCS personnel, including principals and program staff, learn of grant funding opportunities through the Communicator, the electronic Grants Database, and contact with professional organizations and public and private agencies. They may also contact the Grants Coordinator with information about programs and projects for which they desire grant support.

c. The Grants Coordinator conducts training sessions on seeking grant funding, planning programs, and writing proposals.

2. Any interested applicant may obtain grant applications or funding guidelines directly from the funding source.

3. After receiving information about a funding opportunity and deciding to pursue the grant, the responsible administrator must approve the project concept before work on completing a grant application can proceed. This ensures the concept complements a school or department plan and the PWCS Strategic Plan and confirms resources are available to implement the project.

4. Project managers and the Grants Coordinator are responsible to thoroughly acquaint themselves with the terms, conditions, and instructions in the funding application.

5. Administrators or persons who will serve as project managers are required to notify the Grants Coordinator when a grant opportunity is being pursued.

6. Project managers coordinate the involvement of program and other staff in planning the project, preparing the proposal, and implementing the grant. The Grants Coordinator provides pre-award guidance and support to project managers.

7. Project managers develop a budget for the proposed project. All personnel costs are to be paid at rates published in the Budget Manual prepared by the PWCS Budget Office for use by budget holders. PWCS employees cannot be paid as consultants or extra for work performed during their regular work day.
8. Project managers, with guidance from the Grants Coordinator/Grants Accountant, if needed, are the primary PWCS contact with the funding source.

9. Project managers complete the grant application, incorporating feedback from the Grants Coordinator and key program staff where appropriate.

10. Project managers and the Grants Coordinator, if requested, may garner letters of support from community organizations to be included in the proposal or application. These letters are reviewed during the PWCS grants and awards internal review process.

11. For all grants, project managers shall submit to the grants coordinator:
   a. A final and complete copy of the grant application or proposal, including attachments; and
   b. A Grants and Awards Internal Review Form (Attachment A) that has been initialed and dated by the project manager and the responsible administrator, certifying that both are aware of and approve the application or proposal being submitted.

   The application/proposal and the form shall be submitted to the Grants Coordinator not later than 10 workdays prior to the funding agency’s deadline.

12. The Grants Coordinator circulates the submitted materials to the Grants Accountant, Information Technology Services, Human Resources, or Program Evaluation, as appropriate, for review and initialing. Each party initials the Grants and Awards Internal Review Form. This review ensures the proposed project contributes to the Division’s goals and priorities for services and programs and is not in violation of federal, state, or local policies, regulations, or procedures; that all transactions are properly authorized; and the information contained in the application is accurate. This review also provides these parties with information that may affect the services and programs they provide.

13. The Grants Coordinator secures the signature of the Superintendent or his designee, the Deputy Superintendent, on any forms and assurances required by a grant application. The request for signature is circulated for review to appropriate staff within the Superintendent’s office prior to his
signature. A PWCS Approval for Signature Sheet identifies the staff members who must review the materials prior to signature.

14. If the grant or proposal application is not a formula grant, a renewal of an existing grant, or resubmission of an approved project, the minimal required appropriate level for review varies according to the value of the requested application, unless otherwise specified by the funding agency.
   a. $1 to $10,000 requires school or office administrator;
   b. $10,001 to $250,000 requires associate superintendent;
   c. $250,001 to $500,000 requires Superintendent, or designee; or
   d. $500,001 and over requires PWCS Board approval.

15. The Grants Coordinator ensures the submitted Grants and Awards Internal Review Form and final grant application are reviewed and approved by all required approval levels. If PWCS Board approval is required, the Grants Coordinator prepares a Consent Agenda document requesting permission of the School Board to submit the application. All required approval levels must be secured prior to submitting an application or proposal to a funding agency. If time constraints prevent board approval prior to submission of grant application, Board ratification must occur prior to acceptance of grant award.

16. The Grants Coordinator will provide written notification to the school/office administrator and the project manager that the internal review is complete and the application or proposal may be submitted to the funding agency.

17. The Grants Coordinator serves as an Authorized Organization Representative with grants.gov and, as such, must submit federal grant applications that require use of the federal electronic submission systems.

18. Except in the case of federal grants.gov applications, the school/office administrator will submit the application to the funding agency following the agency’s guidelines. Questions regarding submission of grants should be directed to the Grants Coordinator.
19. When schools or departments form partnerships or collaborations with other organizations that are applying for grants, the proposal or application must undergo the same review and approval process--even if the collaborating organization develops the proposal and/or will serve as the fiscal agent.

20. If the grant application requires a Memorandum of Understanding or Memorandum of Agreement between the collaborating partners, the project manager must follow Board procedures specified in Fiscal Management Policy 370 - General Contract Authority, Section V.

B. Receiving Grant Funds

Grant funds are received and expended under the following mechanisms:

1. **Budgeted grants** are approved by the School Board as part of the annual operating budget request.

2. Grant funding *not provided for in the annual Operating Fund budget* is covered by a lump-sum appropriation that allows PWCS to establish grant-funded projects without having to request a supplemental appropriation from the Board of County Supervisors. Additional grant funds outside the Operating Fund require PWCS to request supplemental appropriations from the Board of County Supervisors.

3. **The PWCS Office of Financial Services may request supplemental appropriations from the Board of County Supervisors.** This may occur when one or more large grants are received and the amount exceeds the lump-sum appropriation.

4. **School grant funds** are managed through a school’s site-based appropriated budget. This permits appropriate accounting and tracking of grant funds at the school level. Management of school grant funds (budgeting, record keeping, reimbursement requests, etc.) are the responsibility of the budget holder for the school’s site-based appropriated budget.

5. **Central Office administered grant funds** are managed in one of the following ways:
   a. An independent grant agency;
b. As an individual organization within a central office agency;

c. As a unique line item in the Divisionwide reserves agency; or

d. Through distribution of budget allocations during the proposed budget process.

6. Action and documentation required to receive expenditure budget authority for awarded grants:

a. Project managers are required to inform the Grants Coordinator about the disposition of all grant applications by sending a copy of the “Notification of Grant Award” to the grants coordinator. “Notice of Rejection” should also be sent to the Grants Coordinator.

b. School/office bookkeepers annually provide the grants coordinator a list of grant funds received during the reporting period.

c. Project managers may negotiate the amount of the grant award, if needed. The Grants Coordinator/Grants Accountant can provide guidance on negotiating grant awards.

d. When grant funds are awarded, project managers, with assistance from the school/department bookkeeper, send the Grants Accountant the following:

i. The grant funds or check, properly endorsed, if not a reimbursable grant;

ii. A copy of the grant award notice or letter; and

iii. A completed Expense Budget Transfer Request (EB1).

e. The Grants Accountant works with the Budget Office to set up the appropriate structure and codes. Grant funds may not be spent until appropriate structures and codes have been established. Grant funds must be held in designated appropriated fund accounts. Grant funds may not be held in school activity funds.

C. Managing Grant Funds

1. Project manager oversees projects, and:
a. Are responsible for staff assigned to the project;

b. Are responsible for managing project budgets according to the funding agency’s guidelines and according to PWCS policies, regulations, and procedures;

c. Ensure that the tasks and terms set forth in the grant award are completed in accordance with the budget and timeline;

d. Ensure the quality and timeliness of products, reports, financial statements, and other materials to be delivered under the terms of the grant; and

e. Coordinate with other PWCS 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. Project managers work closely with the Department of Human Resources, which provides guidance to temporary and permanent employees about their rights and responsibilities regarding employment with PWCS upon termination of a grant.

3. Project managers ensure the terms of the grant are not changed without the authorization of their supervisor and the funding source. Project managers inform all appropriate PWCS personnel of proposed fiscal and program changes.

4. Project managers oversee the smooth continuation of a multiyear project and the proper termination of a completed project by ensuring that grant funds are expended or seek and receive written authorization from the funding source to extend the life of the grant. This should be accomplished at least 90 days prior to the end of the School Division’s fiscal year or the grant expiration date, whichever date comes first.

5. Project managers monitor project spending during the life of the project.

6. Project managers follow standard PWCS procurement procedures.

7. Project managers prepare all fiscal (financial) and program reports for the funding agency, including “requests for reimbursements.” Requests for reimbursement are filed monthly unless dictated differently by the terms of the “Notification of Grant Award” – quarterly, semi-annually, or annually. Requests for reimbursements are initiated using a Signature Sheet for Grant Funded Projects Budget Adjustments/Reimbursement Request Only Form (Attachment B). If the School Division does not receive reimbursement, the grant budget holder is held accountable for the funds.
8. Project managers prepare all materials and information needed by auditors as required by The Single Audit Act of 1984. The Single Audit Act affects all federal grants and revenues, including “pass through funds.”

9. The Office of Financial Services maintains a record of requests for reimbursements as well as receipts accruing therefrom.

10. Project managers establish and maintain official files for all grant awards. Official grant files must be maintained for five years from the end of the grant unless the grant specifically requires the grant files to be maintained for a longer time period.

VI. Reports to the School Board

The Grants Coordinator provides periodic reports on grants to the Superintendent and the School Board. The report contains information such as source of funds, grant amount, school or office responsible for administering the grant, and a brief description of the proposed work.

VII. Cooperation with Community-Based Organizations Seeking Grant Support for Projects that Benefit PWCS Students, Families, and Communities

All requests for letters of support for proposals submitted by community organizations for projects that benefit PWCS must be reviewed by the Grants Coordinator. If the proposed work requires the participation of PWCS staff/students or the commitment of PWCS resources, the Superintendent, or his designee, must approve the letter.

The Associate Superintendent for Finance and Support Services, or designee, is responsible for implementing and monitoring this regulation.

The Associate Superintendent for Finance and Support Services, or designee, is responsible for reviewing this regulation in 2016.
PRINCE WILLIAM COUNTY SCHOOLS  
GRANTS AND AWARDS INTERNAL REVIEW FORM

Download this form, complete, and submit by email, along with a copy of your completed application for funding.

Fiscal Management Regulation 333-1 provides procedures for initiating, accepting, and managing grant funds. The regulation specifies that a final copy of a grant application or proposal be submitted to the Grants Coordinator prior to its submission to a potential funder (company, foundation, state or federal agency, etc.). In compliance with the regulation, please:

- complete this form,
- secure the approval of the project manager and school/office administrator by dating and initialing in the space provided (Grants Coordinator will secure the approval of others listed) and
- email the form, along with a copy of the completed application for funding, to the Grants Coordinator in the Office of Accountability 10 workdays before funder’s due date.

For Grants Coordinator Use Only

Date Received: ________ Date SB Approved/Ratified Grant: ________ Not Applicable: ________

Type or Print Neatly

Project Title: ___________________________________ Office or School: ____________________________
Telephone ( ) ___________ Fax ( ) ___________ Email ____________________________

•Document Attached is:
☐ Grant or Award Application
☐ Scholarship or Fellowship Application
☐ Reimbursable Grant. Applicant responsible for securing reimbursement.

• Being Submitted to:
☐ Government:
☐ Foundation/Corporation
☐ Individual Benefactor

Project Start Date: ___________ Project End Date: ___________
No. of Students Benefiting from Project: ________ No. of Teachers Benefiting from Project: ________
Deadline to Submit to Funder: ___________ Amount of Funds Requested: ___________
Is a match required? ☐ Yes ☐ No If yes, how much? ___________ What is source? ___________
Are new personnel positions created? ☐ Yes ☐ No If yes, how many? ___________
Does technology meet specifications listed in Notice 414? ☐ Yes ☐ No ☐ Not Applicable
Is external research or evaluation a part of this project? ☐ Yes ☐ No

Note: By typing initials below, you certify that the project director and school/office administrator are aware of and approve the grant application. Email required materials to the Grants Coordinator.

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Regulations specify that the Grants Coordinator must be informed about the disposition of all proposal/applications submitted for funding. Please notify the Grants Coordinator when grant applications are FUNDED or NOT FUNDED.
PRINCE WILLIAM COUNTY PUBLIC SCHOOLS  
SIGNATURE SHEET for GRANT FUNDED PROJECTS  
Budget Adjustments/Reimbursement Requests Only

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<th>Originator:</th>
<th>Date:</th>
<th>Remarks, special directions, any Instructions, etc.</th>
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School/Office:  

Telephone:  

Location:  

Prepared by:  

Title or subject:  

Directive: **Regulation 333-1, Fiscal Management**

Required signatures:  

Superintendent  

Finance Director  

Board Chairman  

Due date for addressee to receive material:  

**Description:**

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ORIGINATOR IS TO COORDINATE WITH ANY DEPARTMENTS OR INDIVIDUALS CONCERNED REGARDING CONTENT. SUCH NAMES OR DEPARTMENTS SHOULD BE LISTED BELOW BY THE ORIGINATOR. INDIVIDUALS LISTED ARE TO PLACE THEIR INITIALS BESIDE THEIR NAMES WHEN THEY HAVE APPROVED CONTENT. ORIGINATOR IS TO INITIAL ALSO.

PLEASE ATTACH THIS SHEET TO THE MATERIAL TO BE SIGNED. PLEASE RETURN ALL TO ORIGINATOR AFTER BEING SIGNED.