



Policy: Grant Proposal Development and Acceptance	Category: Pre-Award, Planning and Budgeting	Number: GP0100
	<input type="checkbox"/> Complete Revision <input type="checkbox"/> Partial Revision <input checked="" type="checkbox"/> New	Supersedes:

Policy Statement

It is the policy of the School District of Philadelphia to encourage faculty and staff members to develop proposals for external grants for specific projects solely on the District’s behalf or through partnerships with external organizations, with the purpose of supporting the District’s educational mission. This policy establishes the District’s stewardship role that evolves from the acceptance of the grant award.

Reason for Policy

Supplemental revenue sources are a significant portion of the District’s overall budget and are critical to carrying out the District’s educational mission. The District wants to ensure that grant-seeking activities receive effective support, guidance and coordination from a central, District-wide perspective — without compromising the independence, entrepreneurship and local community support that are important for success.

Experience has shown that relations with existing corporate/foundation officers can be disrupted when competing requests are received from various offices and schools in rapid succession and without coordination. Through central planning and coordination, the District can avoid situations in which many schools and/or program offices might unknowingly approach the same funders and end up competing amongst themselves and weakening relationships.

Policy Requirements

All grant-seeking activities by schools, regional/central offices and external organizations seeking to partner with the District (**with a value over \$20,000**) must be coordinated with the Grant Oversight Committee (GOC). This ensures alignment with the District’s missions and priorities as well as makes certain the District has capacity to implement, monitor and evaluate grant-funded activities. All grant-seeking activities over \$20,000 shall be reviewed by the GOC or its 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. The GOC or its designee will make the final determination regarding which grants may be sought, including approval of any external grant partnerships.

The GOC will assign a District lead program office or school to oversee the grant proposal process and subsequent implementation of awarded programs. The assigned office will identify a specific staff member to act as the Grant Program Manager (GPM), the individual primarily responsible for the grant. The GPM, with the support of the Office of Grants Development and Compliance (OGDC), will organize and lead the effort to complete the grant application/proposal including seeking other District Staff to develop and finalize the grant application/proposal.

Acceptance of grants over \$20,000 must be authorized by the School Reform Commission (SRC) through a resolution. The lead program office or GPM will submit for SRC approval a separate resolution to authorize acceptance of any new grant award over \$20,000. On an annual basis, the Deputy Chief for Grants Development and Compliance submits an omnibus resolution to accept:

- Renewal Grants
- Entitlement/Formula Grants (e.g., Title I, Perkins)
- Certain competitive grants awarded on an annual basis after an initial award

Responsibilities

Faculty and staff are encouraged to seek external funding sources and are responsible for completing *Internal Intent to Apply* forms and submitting them to the OGDC.

OGD (Office of Grants Development) is responsible for reviewing the internally and externally-generated *External Intent to Apply* forms, presenting grant opportunities to the Grant Oversight Committee (GOC), and for assigning a Grants Development Specialist (GDS) from the OGD staff to lead the grant proposal writing process for approved projects. OGD is responsible for reviewing all grant application materials prior to submittal to the grantor. OGD will create an entry in the Grants Management Database for each grant opportunity applied for and is responsible for updating the entry upon acceptance or rejection. OGD will inform schools and offices that they should be providing information on all grants/gifts under \$20,000 that are brought to the District. Each year OGD will compile a list from the information provided to them by schools and offices and provide that list to the SRC at the end of the school year, no later than August 31.

Grants Oversight Committee (GOC) is responsible for reviewing and authorizing the pursuit of grant opportunities that align with the District's mission and can be successfully accomplished given District resource availability. After approval, the GOC shall assign a specific District office or school to oversee the grant application process and program implementation for successful awards.

District Assigned Lead Program Office will identify and appoint a specific staff member as the Grant Program Manager (GPM) and to serve as the primary contact on the grant.

Grant Program Manager (GPM) shall lead the grant proposal development process and be responsible for programmatic and fiscal decisions. The GPM will work closely with the assigned Grants Development Specialist (GDS) to set a submission completion timeline and delegate submission tasks. The GPM shall consult with staff from Grant Fiscal Services (GFS), Office of Research and Evaluation (ORE), other schools/central offices and any individuals needed for successful grant proposal submission – together, these individuals will comprise the grant development team. Upon award, the GPM is also responsible for outlining and communicating the requirements of grants, including restrictions, reporting timelines, etc.

Grants Development Specialist (GDS) shall work with the GPM to lead the grant proposal writing process and be responsible for assigning sections of the application for completion by other members of the grant development team, as well as compiling, reviewing and editing draft versions. The GDS will work closely with the GPM to set a submission completion timeline and will coordinate for any administrative input or signatures needed on grant applications.

The Grants Development Specialist shall also be available for technical support and review during the SRC resolution process.

GFS Grants Budget Analyst (GBA) will work with the GPM to create a grant proposal budget. Refer to District's Policy *GP0200 Grant Budgeting*. The Budget will reflect the actual costs projected to be required for completion of the project, as well as various administrative costs associated with District

functions. This could include Indirect Costs, Audit Costs and dollars set aside for Personnel Activity Reports (PARs).

ORE Lead Program Evaluator, if appropriate, will assist in the creation of an independent program evaluation plan and any required evaluation tools and / or work to secure an external evaluation through a competitive selection process. The ORE Evaluator will be responsible for monitoring an external evaluator contract.

Other District staff may be consulted for their expertise with regard to evaluation, procurement, and program implementation, among others.

School Reform Commission (SRC) is responsible for reviewing and approving grant funding requests over \$20,000 thereby accepting legal responsibility, on behalf of the District, as the recipient of awarded funds.

Procedures

- *GP0100.1 Submitting an Intent to Apply Form*
- *GP0100.2 Writing and Submitting Grant Applications*
- *GP0100.3 Submitting an SRC Resolution for Award Acceptance*

Forms

- *Internal Intent to Apply Form*
- *External Intent to Apply Form*
- *Briefing Sheet*

Definitions

SRC Resolution is a written and signed authorization by the District’s School Reform Commission to accept legal responsibility for accepted grant funds.

Contacts

- *Grant Fiscal Services*
- *Office of Grant Development*
- *Grant Management Contact list*

Frequently Asked Questions

Related Information

- *SRC policy 702, Gifts, Grants and Donations*
- *SRC Resolution submission site*
- *GP0200 Grant Budgeting*

History

Amended:

Issue Date: July 1, 2012	Effective Date: July 1, 2015	Approved by: Chief Grant Development and Compliance Officer
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