Overview of Procedures

Grants have the greatest chance of being successfully funded if they are well written, clearly articulate the need for grant funding, and comprehensively address the grantor's objectives, instructions, and guidelines. These procedures support coordination of funding pursuits across the District and provide guidance in preparing and submitting grant applications.

Procedure Details

After the Grant Development Committee (GDC) recommends the pursuit of a particular grant, the Office of Grant Development (OGD) will support the grant application and, if applicable, the acceptance process, in collaboration with responsible school and District staff.

Every grant will be unique and have its own requirements; the Grant Program Manager (GPM) will work with the Grant Development Specialist (GDS), the Grant Budget Analyst (GBA) and Grant Compliance Monitor (GCM) from the Office of Grant Compliance and Fiscal Services, and the Program Evaluator from the Office of Research and Evaluation (ORE) as necessary to ensure that the grant is completed in accordance with the grantor's specifications. All staff will support the following:

- Understanding the standard and customary requirements that may apply to the grant (e.g., UGG) and any grant specific requirements that may apply and developing a plan for what the proposal will address.
- Developing a timeline for completion of the grant that allows sufficient time for research, writing, reviewing and editing.
- Developing a plan for writing the proposal that draws on the strengths, skills and knowledge of appropriate District staff.
- Identifying the need for external partners and bringing them into the process in a timely manner.
- Designing a program evaluation plan that reflects the guidelines of the grant and internal priorities for evaluating District initiatives.

The GPM will work with the Grant Budget Analyst 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. The Grant Compliance Office (GCO) will assign a Grant Compliance Monitor to the Committee for compliance review with particular attention to federal awards to assure appropriate compliance controls are resident in the application if necessary. In addition, the GCM will review all terms and conditions of the potential award to ensure they are understood and the methods of compliance are understood by all parties. This review will also occur post award where often award specific terms and conditions are more fully disclosed by the grantor.

All grant proposals (including the budget) must then be reviewed by OGD and then submitted to the grantor.

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Award Proposal Submittal

RESPONSIBLE POSITION	STEP	ACTION TAKEN

OGD / GDS / ORE and other relevant SDP personnel	1	Convene a meeting to begin the process of creating the grant proposal. The agenda for the initial meeting should include:
		• discussing and assigning roles and responsibilities such as:
		  o GDS is responsible for overseeing the writing and editing of the application
		  o GBA is responsible for creating the grant budget proposal according to grantor guidelines and District Policy ***GP0200 Grant Budgeting***
		  o GCM is responsible for determining and understanding compliance requirements and ensuring all parties understand those requirements
		  o ORE Evaluator is responsible for creating an evaluation plan and accompanying procedures
		• discussing and confirming the schedule of interim and final deadlines including when the final draft will be provided to the GDS and Lead Program Evaluator from ORE (if applicable) allowing enough time for final review

GPM	2	Manage proposal creation and submission by ensuring deadlines are met and assigned tasks are accomplished. Ensure that a final, complete proposal is in the hands of the GDS at the agreed upon date and time, allowing sufficient time for the GDS to perform the necessary reviews for both content and style.
GPM	3	Submit complete and finalized grant proposal (including the budget) to the Office of Grants Development for review no less than three working days prior to the mailing date. (The mailing date will usually be the last business day before the funder's deadline date.) Submit grant proposals in electronic format to ***grants@philasd.org***.
OGD/GDS	4	Work with the GPM to address any areas that the GDS has identified as needing additional work, more clarity, different language, etc.
GDS	5	Perform final review: • ensure that all boilerplate forms, assurances, signatures have been completed and are ready for submission • review the proposal to ensure that it complies with standard grant formats and approaches • review the proposal to ensure that it addresses the requirements of the grant in the best possible way • review the proposal to see whether there is anything that, based on prior experience and knowledge, the GDS recommends should be added, deleted or changed • verify the proposal is prepared in the format defined by the grant guidelines

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RESPONSIBLE POSITION	STEP	ACTION TAKEN
GDS	6	Submit the proposal by the deadline date in the method defined by the grantor (i.e., by courier, email, online portal). For state and federal grants, submission is usually completed via online portals. The Pennsylvania Department of Education's system is called "e-Grants" and the U.S. Department of Education employs the "Grants.gov" system. Other federal agencies may also use "Grants.gov" or other online portals unique to that agency. Many corporations and foundations also have formal deadlines. Large private foundations, such as the Gates Foundation, have created their own online portals for grant submission. Some use email as their preferred mechanism, and others require hard copy submissions and the use of a courier. Proposals MUST be submitted both by the specified deadline and in the specified format or they will not be considered for funding. Contact the grantor for clarification if the submission guidelines are not completely clear.
GPM	7	Upon submission of a proposal, the GPM creates a Board of Education Action Item for acceptance of the funds (if awarded) for any grant over $100,000. See District Procedure ***GP0100.4 Submitting a Board of Education Action Item for Award Acceptance***

Award Approval

The grantor sometimes specifies the date that award notifications will be announced. Most frequently a letter or email notification arrives unexpectedly, usually in OGD, but is often received by the GPM if his/her name is listed as primary contact on the grant application.

RESPONSIBLE POSITION	STEP	ACTION TAKEN
UPON AWARD APPROVAL AND BOARD ACCEPTANCE ACTION ITEM		
GDS	1	Notify the grant-writing team (GPM, GBA, GCM, ORE evaluator, etc.) and convene a Grant Implementation Meeting.
GBA	2	Arrange for the assignment of an accounting codes for the grant.
GBA	3	Setup the award in the Advantage Financial System according to District Policy ***GP0200 Grant Budgeting*** and accompanying procedures.
GCM	4	Ensure that all Notice of Award documents, including terms and conditions specific to the award, are reviewed for any compliance items additional to what was previously known prior to receiving the award. Ensure that all appropriate staff are aware of compliance responsibilities and ensure that the assigned GCM to that award is monitoring for the specific compliance requirements of the award.

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RESPONSIBLE POSITION	STEP	ACTION TAKEN
GCM	5	For explicit compliance assurance that all federal award general and specific terms and conditions have been reviewed for compliance and for monitoring, the GCM shall complete the section on the Board Action Item Approval Form (BAAF) when accepting the award related to terms and conditions. See GP0800.2 Board Actions Items and LCAs.
ORE evaluator	6	Ensure creation of the evaluation instruments identified in the proposal. If necessary, identify third party evaluator.

Award Rejection

If a letter arrives announcing that the proposal has not been funded, the GDS will contact the funder and request the Reviewer's Comments and share this information with the team that developed the application so that feedback can be incorporated into future applications and proposals.

RESPONSIBLE POSITION	STEP	ACTION TAKEN
UPON AWARD REJECTION		
GDS	1	Notify the grant-writing team (GPM, GBA, GCM, ORE evaluator, etc.)
GDS	2	Request the Reviewer's Comments and share with grant-writing team
GDS	3	File the OGD Red File in the "Rejected" Drawer

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Policy

- ***GP0100: Grant Proposal, Development and Acceptance***

Definitions

Contacts

- ***Office of Grant Development***

Frequently Asked Questions

Related Information

- ***District or External grant writing workshops***
- ***GP0100.4 Submitting BoE Action Item for Board Acceptance***
- ***GP0200 Grant Budgeting***
- ***GP0800.2 Board Action Items and LCAs***

History

Amended:

- Amended on 6/2/2015 for technical adjustments.
- Updated April 2021 to be consistent with current practices.
- Updates April 2023 to strengthen compliance roles and responsibilities to ensure that both during the grant application phase and post award phase, all grant terms and conditions are being reviewed to ensure the District complies with all relevant terms and conditions of the award. Updates the Board Action Item Approval Form (BAAF) for explicit sign-off that all award terms and conditions have been reviewed for compliance and monitoring.

Issue Date: 5/1/2023	Effective Date: 5/1/2023	Approved by: Deputy Chief of Grant Compliance and Fiscal Services

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