

Checklist for Recipients of Grant Awards to Implement Programs in the School District of Philadelphia

This quick reference sheet provides a summary of the different steps to take when applying for and receiving a grant to implement programs and/or research in SDP.

BEFORE APPLYING FOR A GRANT

Seek SDP Stakeholder Support

- Who: Any potential grantee who would like to implement a program in the District.
- What: Talk to someone in the relevant school or District program office(s) about how your idea aligns with District goals and needs.
- When: Before submitting a grant application to the funder.
- Why: By aligning your project to District interests and needs, the District can better support program implementation. Early communication with the program office is ideal!
- How: If you are unsure of who to talk to, the Office of Grant Development (grants@philasd.org) can help connect you to a school or District program office(s).

Intent to Apply Form (Submitted to SDP's Grant Oversight Committee)

- Who: Any potential grantee seeking more than \$20,000 in grant funding to implement programming in the District.
- What: An online District form that gathers information on the proposed grant activities, expected outcomes, what stakeholders are involved, and what District resources will be required.
- When: Before you submit your grant application to the funder. The Committee meets every other week.
- Why: The Grant Oversight Committee vets potential grants and consults with relevant program offices to ensure that they align with District priorities. This committee also ensures that grantees are communicating with appropriate program offices within the District. This is also the first step in connecting with the Office of Research and Evaluation about any grant reporting requirements (e.g., student data), to ensure that a grant application does not include reporting metrics that the District is not able to provide.
- How: The online form and instructions are available at: <https://www.philasd.org/grants/>

AFTER RECEIVING A GRANT

Agreements

If you are unsure which Agreements are necessary, please consult with Robert Biron, Assistant General Counsel in the District's Office of General Counsel (rbiron@philasd.org). Note that an Agreement can only be executed after a resolution prepared by SDP staff is approved by the School Reform Commission.

Memorandum of Understanding (MOU) Between Grantee and SDP

- Who: Any grantee who will provide services to the District at no cost.
- What: A contract that outlines the responsibilities and expectations of both the District and the grantee, including insurance, background check clearances, and other requirements.
- When: After SRC resolution approval (the SRC resolution is what authorizes the District to enter in to the MOU).
- Why: Clarify expectations, ensure proper risk management procedures.
- How: Work with the relevant SDP program office and the Office of General Counsel.

Checklist for Recipients of Grant Awards to Implement Programs in the School District of Philadelphia

Agreement for Services Between Grantee and SDP

- Who: Any grantee who will provide services to the District for a fee.
- What: A contract that outlines the responsibilities and expectations of both the District and the grantee, including insurance, background check clearances, compensation, payment terms, and other requirements.
- When: After SRC resolution approval (the SRC resolution is what authorizes the District to enter in to the contract).
- Why: Clarify expectations, ensure proper risk management procedures, allow for processing of payment.
- How: Work with the relevant SDP program office and the Office of General Counsel.

Sub-Grant Agreement

- Who: Any grantee who wishes to utilize part of their grant funds to cover District costs to perform grant-related services (most commonly, the Office of Research and Evaluation is asked to support or carry out program evaluations).
- What: An agreement that outlines scope of work, timeline, and invoicing.
- When: Before District-performed activities begin.
- Why: Clarity on expectations and costs.
- How: Work with the relevant SDP program office and the Office of General Counsel.

Research Review Committee Application

- Who: Anyone who wants to conduct research as part of an evaluation or progress monitoring of their program, including surveys, interviews, focus groups, and analysis of student-level data.
- What: A formal application to the District's Research Review Committee, which is part of the Office of Research and Evaluation.
- When: Before research activities begin.
- Why: To support high quality research activities, to monitor adherence to FERPA requirements, and to ensure that research activities do not duplicate or interfere with other District initiatives or research activities.
- How: See Research Review website for details and instructions: <https://www.philasd.org/research/programsservices/external-research-review/>. Contact researchreview@philasd.org with any questions. Note that for program evaluations, the District requires a third-party evaluator. In these cases, the third-party evaluator should submit the Research Review application. This step is not required if the District's Office of Research and Evaluation (ORE) is serving as the third-party evaluator.