



GUIDELINES

Grant Procedures

Grant Application Procedures

- 1) Access Preliminary Grant Proposal Form and fill out form completely.
 - Principal's signature is required.
 - Be sure to review District Grant Guidelines (following).
 - For additional help writing a proposal, visit <http://www.cfda.gov/public/cat-writing.htm>.
- 2) Send the completed Preliminary Grant Proposal Form and a copy of the grant application to Russ Heller at the DSC. **Allow two-week lead-time** for the grant to be reviewed by the District's Grant Committee prior to the grant deadline.
- 3) Within two weeks, you will receive a response, by e-mail, regarding the status of your grant proposal and whether or not it will be supported by the District.
- 4) Only if your grant proposal is approved by the District, may you submit the Grant Application to the Grant Provider. Approval will be made in writing.
- 5) Grant writers are responsible for collecting signatures and mailing grant proposals to the granting agencies.

For questions/guidance, please contact Russ at 854-4156 or russ.heller@boiseschools.org

Grant Awarded Procedures

- 1) If you receive a grant award, send copy of the award letter to Russ Heller.
- 2) Send completed grant spreadsheet (Grant/Budget Spreadsheet) to Nancy Landon.
 - Once the grant documents have been received, you will work solely with Nancy (854-4029 or nancy.landon@boiseschools.org).
- 3) Contact Nancy Landon for the following:
 - Budget set-up
 - Tax-exempt status
 - For assistance in payment to individuals
 - Questions regarding purchasing procedures

Please note that it is mandatory to follow Board policy, administration regulations, and building procedure as described in District Grant Guidelines.



PRELIMINARY GRANT PROPOSAL FORM



Project: _____

School: _____ Phone: _____

Contact Name(s): _____

Contact Email address: _____

Source of Grant: _____

Grant Restrictions: _____

1. Brief **description of the project** you hope to fund and the **amount requested**: \$ _____
2. Are there any **staffing** implications for this project? (Will new staff positions be created? Will any funding for current staff be budgeted? Will salary levels be in accord with the Board Policy or other contracts? Will there be an increased workload on secretarial or other support services?) If yes, please describe.
3. Are there any implications for **facilities**? (Where will the project take place? Will there be any modifications or additions of facilities necessary to the success of the project? What will be the cost of these changes? Who will do the work? Please give as much detail as you can.)
4. What are the implications for school/District **budgets** of your project? (Is the Boise School District being asked to contribute any cash match for this project? Who will file budgets and necessary reports with the Accounting Office? How many years is the duration of this grant? How many years in this grant will be funded at 100%? What requirements are there in the years of funding reduction?)

5. What are the potential implications of this project on **curriculum**? (Does your project fit District and building goals? Will there be changes in curriculum as a result of the project?) Please explain.

6. **After the official grant period is finished**, how will your project continue? Please address any commitment the District would be expected to make.

I have read and understand the Boise School District Grant Guidelines.

Grant Writer/Director Signature

Administrator Signature

Date

Please send these forms along with any helpful grant application details/instructions to Russ Heller at the DSC. The grant committee will then review your proposal and return a decision within two weeks.

Approved to Complete Grant Application.
Submit completed grant application to the Grants Committee two weeks prior to grant deadline.

Not Approved. Reason:

Russ Heller, Chairman
Boise School District Grants Committee



District Grant Guidelines

Accounting Services



In order to meet the grant objectives, the budget must be aligned with the resources required to meet those objectives. Such resources would include the type of personnel, services, and supplies/equipment needed to be successful. We have developed forms to help pull your project together.

Important Considerations:

- Federally and state-funded grants must be run through the District accounting system, not a school checking account.
- School district policy requires all who get paid to fit within an approved salary schedule.
- When an employee gets paid, you must plan on the benefits being paid as well.
- Benefit rates vary depending on the employee and the number of hours worked per week.
- If your grant is federally funded, indirect costs will be charged to your grant. (So, you need to budget for it.)

Due to the strict nature of federal and state funds, the following guidelines are equally strict:

- As stated above, all federal and state grants must be operated through the established financial system of the District, which is subject to regular audits in accordance with the Single Audit Act as amended. That is to say, you may not run the finances of a grant “off of the books.” Once you have received a funding letter, promptly contact the Accounting Department to establish a meeting to set the grant up on the financial system. Come prepared with the approved budget.
- Grant expenditures must be in accordance with the approved budget that was submitted with the grant application. Any difference must be approved by the granting agency.
- You are expected to monitor your grant closely. If you identify expenditure errors, contact the Accounting Department. The typical solution is for you to request a Journal Entry from Accounting Supervisor to correct the error. You must provide detailed information.
- Most federally funded grants are on a reimbursement basis. In real terms, this means that the District agrees to let you use its own resources to conduct your grant. Then, periodically as directed by the granting agency, the District must submit a reimbursement request to the granting agency to be reimbursed for those funds. Accounting Services will prepare these reimbursements, but you need to be in communication with us to ensure a due date is not overlooked. Inherent in this “reimbursement” arrangement is your acknowledgement that any and all funds reimbursed belong to the District. Additionally, you must take extra care not to spend more money than your grant will reimburse. Your program will be billed for any over expenditure.
- By their nature, reimbursements are strictly for actual expenditures that have already happened and are recorded on the District’s financial system. Encumbrances usually do not qualify. Planned expenditures do not qualify. Expenditures “in the works” do not qualify.
- External source receipts must accompany all expenditures. Receipts generated in-house do not qualify.
- Grant expenditures must fall within the period covered by the grant. Do not submit expenditures prior to or following the grant period. The date on the external source receipts will be used to document the date of the transaction.

- The building principal will control all grants submitted through a school.
- The District does not prepay any expenditure.
- In lieu of providing up front money to you for expenditures, you will need to use the purchasing documents (Purchase Orders, Direct Pays, etc.) already established for use by the District.
- All submissions must be complete, accurate, and timely. This includes having the appropriate signatures and the correct account numbers.
- Your payment documents will be processed according to the District's established cutoff calendar. For accounts payable, if they have your document by Tuesday, a check will be mailed the following Friday. For payroll, all documents in by the 10th of each month will be processed on the end-of-month payroll. If you miss the 10th deadline, your documents will be processed on the following end-of-month payroll.
- All reimbursements will be based on the information that comes directly from the financial system as opposed to your records. If there is a discrepancy between your records and what is on the financial system, request a Journal Entry from the Accounting Department to correct the error.
- The District Accounting Office will file all fiscal/financial reports. No project supervisor should submit any financial data, as the district records are the official records of the district and are the records that are subject to audit.

If you have problems working through the spreadsheet or other required financial documents, contact Nancy Landon at nancy.landon@boiseschools.org.

Boise Independent School District 001

C:\Documents and Settings\nyema\grantforms.xls]Sheet1

Grant Budget

Grant Title

Org Key*

Budget Officer

(* to be assigned by Accounting Dept)

Name	Employee #	Title	FTE of Emp	Mnths of Ins.	Hourly Rate	# Hrs day	Days Year	Total Wages	PERSI 9.7700%	FICA 7.6500%	Unemp 0.0190%	Work Com 0.4720%
									52111	52231	52501	52701
Certified Staff												
Vacant			1.00	12				0	0	0	0	0
								0	0	0	0	0
								0	0	0	0	0
								0	0	0	0	0
Professional Comp Stipends			0.00	0				0	0	0	0	0
			0.00	0				0	0	0	0	0
Classified Staff												
			0.00	0	\$0.00	0.00	0	0	0	0	0	0
			0.00	0	\$0.00	0.00	0	0	0	0	0	0
								0	0	0	0	0
								0	0	0	0	0
								\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Budget form must be submitted with grant narrative to Grant Committee.

In-Service
 Travel
 Prof Services
 Supplies
 Minor Equipment
 Other (Specify)
 Total Budget Request