

## GRANT APPLICATION SUBMITTAL PROCEDURE (GRT-P001) Clarksville-Montgomery County School System

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### 1.0 SCOPE:

- 1.1 This procedure outlines the process for submitting a grant concept for school-wide or system-wide proposals through the actual awarding and implementation of said grant.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

### 2.0 RESPONSIBILITY:

- 2.1. The Chief Financial Officer holds primary responsibility for procedural implementation of grants related activities. The Chief Academic Officer holds secondary responsibility for the procedural implementation for academic grants and related research.

### 3.0 APPROVAL AUTHORITY:

- 3.1 Chief Financial Officer

### 4.0 DEFINITIONS:

- 4.1 Administrative Analyst (AA): Under the direction of the Chief Financial Officer, individual responsible for implementing processes and procedures for grants related activities. The AA serves as the District Liaison with the grant authority for all grants and updates the web based Grant Tracker log at least monthly.
- 4.2 Education Grant Liaison (EGL): Individual identified by the Instructional Department to coordinate with the Administrative Analyst for academic-related issues related to the development of grant proposals.
- 4.3 Grant Writing Team: Ad hoc teams composed of grant stakeholders selected by the Administrative Analyst/Education Grant Liaison to participate in specific grant writing activities. The Core Grant Writing Team will include a representative from Human Resources where the award of the grant may result in additional staffing or significant re-designation of existing job functions. It will also include a representative from the Business Affairs Office who will begin the preliminary fiscal activities in support of the grant. Additional members will be added based on the nature of the grant and the particular stakeholders who would benefit from the award the particular grant.
- 4.4 Leadership Based Objectives: Objectives based on the Board of Education strategic goals to accomplish CMCSS's mission to "Educate and Empower Our Students to Reach Their Potential".
- 4.5 School Improvement Plan (SIP): The plan developed by each school which identifies goals, strategies, targets and ends indicators school wide as well as by subgroups within the school. The plan undergoes ongoing assessment to determine goal achievement or necessary modifications to the plan based on the analysis of school data. The SIP contains six components: 1) school profile and collaborative process, 2) beliefs, missions and vision, 3) academic and non academic analysis, 4) curricula, instructional, assessment and organizational effectiveness, 5) action plan development and 6) the SIP and process evaluation.

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### 5.0 PROCEDURE:

- 5.1 The initiator of the grant presents the grant concept to the Building Administrator or appropriate Department Director for review and approval before sending the grant idea to the Administrative Analyst/Educational Grant Liaison (AA/EGL).
  - 5.1.1 This review considers whether the concept compliments and/or enhances the Leadership Based Objectives and School Improvement Plan as well as the feasibility of the idea, how it supports district initiatives, the resources required to prepare the application and to monitor grant implementation once approved.
  - 5.1.2 If the grant concept is not approved, the submitting party either provides additional information/justification for the concept to the Building Administrator/Department Director or ends the process.
- 5.2 The Building Administrator/Department Director forwards approved concept to the Administrative Analyst/Educational Grant Liaison for further review using a more in-depth analysis for the criteria listed in 5.1.1. The AA/EGL maintains a shared folder of grant ideas/concepts submitted for their consideration and final disposition of the concept.
  - 5.2.1 If the concept is not supported based on this review, the AA notifies the submitting party of the reasons why the concept cannot be supported. The submitting party either provides additional information/justification for the concept to the AA for further consideration or ends the process.
- 5.3 If the AA and, in those cases where indicated by the nature of the grant, the EGL, support(s) the grant concept, they select the Grant Writing Team members who will work together to provide input to the AA and/or the EGL who will prepare the grant application for submission to the grant approval authority.
  - 5.3.1 The Grant Writing Team assists the AA/EGL with demographic information, researching supporting data, technical input, as well as in writing the final application for submission of the grant.
- 5.4 The AA/EGL reviews the final grant application, obtains Senior Leadership and/or School Board Approval, as appropriate, and files the grant application with the appropriate agency.
  - 5.4.1 The EGL updates the shared folder of applications submitted to insure accurate information regarding grants is readily available.
  - 5.4.2 The AA/EGL updates the web based Grant Tracker log (ref. [GRT-F001](#)).
- 5.5 The Director of Schools receives notification of the award or rejection of grants submitted by the District and informs the Senior Leadership Team. The appropriate members of the Senior Leadership Team coordinate recognition and publicity.

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5.6 The AA/EGL notifies the Grant Writing Team, Building Administrator/ Department Head, as well as the originator of the grant idea/concept of the award or rejection of individual grants and updates Grant Tracker log (ref. [GRT-F001](#)).

5.6.1 If grant is rejected, The Grant Writing Team decides whether to rework the grant or to end the process.

5.7 If an awarded grant provides for additional staffing or significant redesignation of existing job functions, the Building Administrator/Department Director responsible for implementing the grant coordinates with the Human Resources Department.

5.8 The Chief Financial Officer notifies the Business Affairs Office when a grant is awarded for the purpose of establishing the appropriate revenue and expenditure accounts.

5.8.1 The Federal Projects Accountant coordinates the reporting requirements of all Federal Grants awarded to the District (i.e. periodic reports of both programmatic and fiscal nature).

5.8.2 The AA coordinates the reporting requirements for all other grants.

5.9 Upon completion of steps 5.7 & 5.8, the programmatic staff as identified via the grant application process implements the grant.

5.10 Original documents are maintained with the AA or EGL, as appropriate.

**6.0 ASSOCIATED DOCUMENTS:**

6.1 Grant Applications

6.2 Grant Tracker ([GRT-F001](#))

**7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Original grant documents	Education grant liaison or administrative analyst office	7 years	Discard as desired	Secured Building
Grant Tracker	CMCSS Website	Perpetual	Permanent	Back up on server
Grant Ideas/ Concepts Log	EGL/AA computer	Perpetual	Archive	Back up on server

**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/09/02		Initial Release



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|---------|---|------------------------------------------------------------------------------------------------------------------------------|
| 3/10/06 | A | Rewrite procedure to a Grant Application Submittal procedure.                                                                |
| 9/07/06 | B | Replace log with shared folder in 5.2, replace monthly status report with update of shared folder in 5.4.1, update flowchart |
| 3/5/10  | C | Add EGL to 5.4.2 and 5.6, Remove AA from 5.5 and state that the Director of Schools receives notification of award.          |

**9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found in "Exhibit A" of this procedure.

**\* \* \* E n d o f p r o c e d u r e \* \* \***

