

2015

PROCEDURAL GUIDE FOR FUNDED GRANT OPPORTUNITIES



OFFICE OF FUNDED GRANTS
BRIDGETTE BURTT, SUPERVISOR
LONG BRANCH PUBLIC SCHOOLS

LONG BRANCH PUBLIC SCHOOLS

Long Branch, New Jersey

"Where Children Matter Most"

2015

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LONG BRANCH SCHOOL DISTRICT
PROCEDURAL GUIDE FOR FUNDED GRANT OPPORTUNITIES

GENERAL

The Long Branch School District wishes to take advantage of every opportunity by completing grant applications in a timely manner and by maximizing the benefit of awards through careful grant management. All employees are to be compliant with district protocol and procedures pertaining to each funding opportunity and to Board of Education Policy Number 6160 and Board of Education Regulation Number 6160.

All personnel are urged to be alert for both public and private funding opportunities and to identify these for the Supervisor of Funded Grants and Central Office Administration in a timely manner so as to allow for the maximum amount of time for evaluation of the opportunity and application processes. In some cases depending on the nature of the grant, Central Office Administration may choose to approach the BOE regarding timelines to apply for specific grants. If personnel need assistance in searching for grant opportunities, they may submit a **Request for Research** to the Supervisor of Funded Grants. The Supervisor of Funded Grants will review it and submit it to Grants Office Support.

INITIAL APPLICATION TIMELINE

Many grants are recurring opportunities, which require annual applications (Ex: Title 1) (Policy Number 2415) and therefore require no evaluation of district interest. Others, especially those from private sources (ex. Verizon) may come with significant expectations for the district (“strings attached”). These will require advanced discussion with Central Office Administration, who would make a decision as to whether or not it is in the District’s interest to pursue the funding. The Supervisor of Funded Grants will notify the District Administrator of Assessment and Accountability of a potential grant opportunity and a summary of the requirements for the application, application deadlines as well as subsequent commitments for consideration. **At no time may any employee of the Long Branch Public School system apply for a grant without first contacting the Supervisor of Funded Grants.** The following outlines district procedures for applying for a grant:

- 1 Upon notice of the funding opportunity (for recurring publically funded grants) or of approval for application by Central Office Administration of another grant opportunity the Supervisor of Funded Grants will develop and submit for approval to The District Administrator of Assessment and Accountability a timeline for the application process, which will include the following:
 - Title of the Funding Opportunity
 - Source of the Funding
 - Identification of the Project Manager for the grant
 - Key Dates
 - Final Application Submission Deadline Date
 - Board of Education Approval Date

- Due dates for each office or school to submit data or other information required by the funding authority for inclusion in the LB application.
- Orientation / Training date(s) for those staff members, who will have a role in the development of the grant application.
- The identity of all personnel or offices, which will be part of the application process.
- Required data or information and who will be providing it.

The District Administrator of Assessment and Accountability may modify the application development timeline and include tasks for personnel involved. Once the timeline is approved it will then be disseminated by the Supervisor of Funded Grants to all personnel, who will have a role to play in the application process.

APPLICATION PREPARATION & SUBMISSION

The Supervisor of Funded Grants will be responsible for coordinating efforts to complete the application in accordance with the approved timeline.

If needed an orientation or coordination meeting will be held for personnel, who will be gathering the data and other information required to complete the application.

In cases of applications, which have longer timelines, the Supervisor of Funded Grants will provide The District Administrator of Assessment and Accountability interim reports as to progress toward application completion and if needed recommendations for timeline adjustments or participating personnel changes.

Unless otherwise specified in the approved timeline, all funded grant applications will be put into final form by the Supervisor of Funded Grants and submitted to Central Office Administration including the BA for final review prior to submission. Depending on the nature of the grant, applications may be sent to the Grants Office for review.

Following approval by the Board of Education, submission of the grant application to the state or other funding source will be made by The District Administrator of Assessment and Accountability and the Supervisor of Funded Grants together. A record of the submission and the identity of the individual accepting Long Branch's application will be filed with a copy of the application.

GRANT FUNDING MANAGEMENT

It is the goal of the school district that all awarded allocations be completely spent in accordance with the grant requirements.

Following BOE receipt of approval of the grant by the funding authority the Business Administrator will notify Central Office Administration and the Supervisor of Funded Grants. The BA will establish the appropriate accounts and notify the Supervisor of Funded Grants and all, who are authorized/expected to request purchases or hire personnel with grant monies of the award and the need for timely spending

actions. In some cases, the BA will directly supervise the spending of the accounts or the BA may direct the Supervisor of Funded Grants to assess and supervise the funding related to the grant.

Special note will be made of any restrictions or limitations on the use of grant monies.

The Supervisor of Funded Grants will then establish a spending timeline consistent with the grant parameters. She will regularly review accounts associated with the grant to determine balances remaining. She will meet with each person expected to spend grant funds to review acceptable purchase choices and or acceptable uses of equipment and personnel using grant funding. Reminders will be sent to those expected to spend the grant funds periodically. She will alert The District Administrator of Assessment and Accountability and the BA of any problems or issues related to the timely, proper expenditure of grant monies and proper implementation of programs or use of purchases/personnel services funded by the grant.

The Supervisor of Funded Grants will notify any LBPSD personnel, who are expected to submit grant related follow-up data (ex. test scores or student performance records, employee time sheets, etc.), of what will be needed and when it will be needed to ensure timely grant close out and reporting. This may be accomplished individually or as part of a special meeting related to the grant. It is very important that responsible personnel be aware of what follow-up information will be needed early in the process to ensure reporting and grant close out established timelines.

In the event of any personnel change involving a role, which would have had spending, implementation or data gathering responsibility under the grant, the Supervisor of Funded Grants will meet with the new person in the role and orient him/her to the grant, remaining funding, spending expectations and restrictions and expected data / information.

GRANT CONCLUSION AND FOLLOW-UP

At the end of the grant period. The BA will certify to the BOE that all funds have been spent in accordance with the grant expectations and the spending period is over. The accounts will be closed.

In addition to spending documented by the BA, the Supervisor of Funded Grants will follow up with all personnel, who have data or information submission responsibility. When the information is collected she will prepare the final reports and documentation required for closing the grant. She will submit required reports to The District Administrator of Assessment and Accountability, and following approval to NJDOE or other authorities as needed. A complete record of all grant related reports will be maintained with all of the other grant documents.

Additionally she will prepare a short memorandum for internal use only, as an “after action” report to the Central Office Administration. It should be a summary of the process that encompasses the following: *What went well? Were there issues with any phase of the grant or project? Are there recommendations for subsequent grant processes?* Data obtained will refine the grant management process.

RESOURCES

Request for Research



Grants Office Information Collection Tool

Research request process:

- ◆ Fill-out the Information Collection Tool or online form as thoroughly as possible. The more complete and comprehensive information you can provide, the more targeted the research will be.
- ◆ Within 10 business days, a Grants Office-developed report will be sent to you cataloging the funding opportunities available to you.
- ◆ Schedule a conference call with the Grants Development Consultant to review the funding opportunities outlined in the research report and to discuss your project in greater depth, as well as the next steps in the grantseeking plan.

Helpdesk requests may be submitted via email to: helpdesk@grantsoffice.com

Questions? Contact Grants Office!	
Phone	(585) 473-1430, option 2
E-mail	helpdesk@grantsoffice.com
District Representative	
Purchase Order (not required for districts with annual subscriptions)	
District name	
Your name	
Your email	
Address	
City, state, & zip code	
County	
Phone	
Fax	
Web address	
Estimated project cost	
Does the project have the approval of the district's lead executive? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is your district currently seeking or approved for funding for this or a similar project? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the district employ a grant writer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Project Overview

Why is the district seeking grant funding? What problems will the project or program address?

Please list in order and briefly describe your top three priorities.

What are your goals for the project or program, and how will grant funding help to achieve these goals?

(i.e. brief project description, actions to be taken, products to be secured)

Request for Research

FUNDED GRANTS TIMELINE	
Title of the Funding Opportunity	
Link for additional information on the funding opportunity	
Source of the Funding	
Identification of the Project Manager for the grant	
Final Application Submission Deadline Date	
Board of Education Approval Date	
Due dates for each office or school to submit data or other information required by the funding authority for inclusion in the application.	
Orientation / Training date(s) for those staff members, who will have a role in the development of the grant application.	
The identity of all personnel or offices, which will be part of the application process.	
Required data or information and who will be providing it.	
Other commitments to consider	

Funded Grants Procedures Flow Chart

Staff member identifies the need for funding a specific project.

Staff member searches for public and/or private grant opportunities.

or

Staff member may submit a "Request for Research." The SOFG will review it and submit it to Grants Office Support.

Initial Application Timeline

1. The SOFG will notify the DAOAAA of potential grant opportunities and submit a timeline that includes all pertinent information for the application process. (See pgs.3&4 of this Procedural Guide)
2. The DAOAAA and CO Staff will approve/reject moving forward with the application.
3. Once the timeline is finalized and approved by the DAOAAA, it will be disseminated by the SOFG to all personnel who will have a role in the application process.

Application Preparation & Submission

The SOFG will:

1. coordinate efforts to complete the application in accordance with the approved timeline.
2. host a meeting with personnel, who will gather data and other information required to complete the application.
3. develop Interim Reports (for applications with longer timelines)
4. unless otherwise specified in the timeline, finalize all funded grant applications and submit to the Central Office Administration and BA for review prior to submission.
5. submit the application to Grants Office for review (if applicable)

The DAOAAA and the SOFG will:

1. submit the grant application to the state/funding source following BOE approval.

Funded Grants Procedures Flow Chart

Grant Funding Management

1. BA will notify Central Office Administration & SOFG if the grant is awarded.
2. BA will establish the accounts and notify the personnel who is authorized to request purchases or hire personnel with grant monies. (in some cases the BA will directly supervise the spending of accounts or the BA may direct the SOFG to supervise the funding related to the grant.)
 3. Special note will be made on any restrictions or limitations on grant funding.
 4. SOFG will then establish a spending timeline consistent with grant parameters.
 5. The SOFG will notify personnel involved with the grant of any follow-up data needed.

Grant Conclusion and Follow-up

1. At the end of the grant period. The BA will certify to the BOE that all funds have been spent in accordance with the grant expectations and the spending period is over. The accounts will be closed.
 2. The SOFG will follow up with all personnel, who have data or information submission responsibility.