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BLUE highlight indicated content recommended by Accountability, Research and Grants  
ORANGE highlight indicates content recommended by ParkerPoe  
TAN highlight indicates conforming/editorial changes



## DISTRICT ADMINISTRATIVE RULE

### DFF-R Grants

~~7/3/14~~ ~~x/x/24~~

#### RATIONALE/OBJECTIVE:

The Cobb County School District (District) seeks to maximize its sources of revenue for the benefit of students, employees, and taxpayers.

#### RULE:

The District recognizes and appreciates that organizations and/or individuals may wish to award grants, contribute gifts, make donations or provide sponsorships to the schools in the District. The system reserves the right to determine if the grant, gift, donation, or sponsorship is appropriate and may reject those it deems inappropriate or unsuitable.

#### A. GENERAL PROVISIONS:

1. To be acceptable, a grant, gift, donation, or sponsorship must:
  - a. ~~1.~~ Have a purpose consistent with the beliefs/philosophy of the ~~school system~~ District;
  - b. ~~2.~~ Not bring undesirable or hidden costs to the ~~school system~~ District;
  - c. ~~3.~~ Place no undesirable restrictions on the Board of Education (Board);
  - d. ~~4.~~ Not be inappropriate or harmful to the best education of students;
  - e. ~~5.~~ Not imply endorsement of any business or product or belief; and
  - f. ~~6.~~ Not be in conflict with any Board Policy, Administrative Rule, state law, or District financial procedures.
2. **In accepting any donations as items or services to the athletic programs of the District, the Superintendent or designee shall establish a valuation of the donation and may request from the donor a valuation or an accounting of actual costs incurred regarding the donation.**
3. **The Superintendent or designee also may set a valuation for donations to other programs as appropriate or required for accounting purposes.**
4. **The Superintendent is authorized to develop and implement additional administrative regulations to govern the acceptance of gifts, donations, grants, or bequests to the school system.**

#### B. GRANT APPLICATION:

The District, including schools and District divisions, are encouraged to apply for competitive grant funding from sources including local, state, and federal government as well as non-governmental agencies and organizations. For the purpose of this Rule, competitive grants are defined as those grants that are awarded through an application process in which multiple grant applications are solicited through a grants notice or request for proposal.

1. **Office of Accountability, Research, and Grants Administration:**

Employees considering applying for a grant in the amount of \$10,000 or more, **and/or involves payroll, and/or has a state or federal ID** should first contact the District's Office of **Accountability, Research, and Grants Administration** for guidance and to ensure compliance with Administrative Rules related to the approval process.
2. **Required Compliance:**
  - a. The District shall comply with all local, state, and federal rules and regulations concerning these grant programs.

- 46 b. All grants applied for shall comply with Board of Education (Board) Policy, District  
47 Administrative Rules and District procedures including, but not limited to, the  
48 following:  
49 (1) Board Policy DB (Planning, Programming, Budgeting System);  
50 (2) Board Policy DI (Accounting and Reporting);  
51 (3) Board Policy CEB (Superintendent Duties);  
52 (4) Board Policy KB (Public Information Program);  
53 (5) Administrative Rule GBRG-R (Non-school Employment);  
54 (6) Administrative Rule GAKA-R (Reduction in Force)  
55 (7) Administrative Rule FEAE-R (Construction on District Property Funded by Others)  
56 c. Prior to submission of each competitive grant application with an award of \$10,000 or  
57 more, **and/or involves payroll, and/or has a state or federal ID**, participation in  
58 basic District Policies & Procedures for Grants training must be completed by the local  
59 school staff and any participating Central Office Staff **submitting school staff and/or**  
60 **submitting/participating Central Office staff**.  
61 d. **An administrator must be selected to be responsible for following all grant**  
62 **guidelines, compliance requirements, and creating/managing the budget.**  
63

### 64 C. DISTRICT APPROVAL:

#### 65 1. Administrative:

66 ~~a. Grant applications in the amount of \$10,000 or more:~~

67 Prior to submission, all grant applications in the amount of \$10,000 or more, **those that**  
68 **involve payroll, and/or have a state or federal ID** shall have the approval of:

- 69 a. ~~(1) The applicant's principal, department head, and/or division head;~~  
70 b. ~~(2) Other District office personnel as appropriate;~~  
71 c. ~~(3) The Office of Accountability, **Research and Grants; and**~~  
72 d. ~~(4) Cabinet level staff and/or the Superintendent.~~

73 ~~b. Grant applications in an amount under \$10,000:~~

74 ~~All grant applications in an amount under \$10,000 shall have the approval of the local~~  
75 ~~school principal.~~

76 ~~c. Grant Applications that require a contract (see Section D below):~~

77 ~~Prior to submission, all grant applications of any amount that require a contract shall~~  
78 ~~have the approval of:~~

- 79 ~~(1) The applicant's principal, department head and/or division head;~~  
80 ~~(2) Other District office personnel as appropriate;~~  
81 ~~(3) The Office of Accountability;~~  
82 ~~(4) Cabinet level staff and the Superintendent.~~

#### 83 2. Board:

##### 84 a. Initial:

85 The Superintendent and/or Board shall approve any grant that:

- 86 (1) Requires a special appropriation from the General Fund prior to the acceptance of  
87 the grant's funding; or  
88 (2) Specifically requires Board approval.

##### 89 b. Continuing:

90 In subsequent years:

- 91 (1) These funds shall be disclosed in the District's annual budget in compliance with  
92 Board Policy DB (Planning, Programming, Budgeting System) requirements  
93 regarding non-recurring project funds; and  
94 (2) The continuing acquisition of these funds shall be based on Board approval of the  
95 annual budget.  
96

### 97 D. LEGAL REVIEW:

98 Once a grant has been awarded, any required contract must be reviewed and approved by the  
99 Board Attorney, Superintendent and/or Board in compliance with Board Policy BBA (Board  
100 Powers and Responsibilities).  
101

### 102 E. MATCHING FUNDS:

103 Any grant application which requires "Matching Funds" which are not currently budgeted must  
104 be presented to cabinet-level staff **the Executive Cabinet** for review and approval. It will be  
105 the determination of cabinet-level staff **the Executive Cabinet to identify available**  
106 **matching funds and get approval from** to send the "request for matching funds" to the  
107 Board along with appropriate documentation to request the additional funds needed for the  
108 final grant approval **if necessary**. This final decision will be made only AFTER a pre-award  
109 has been granted by the grantor.

110  
111 **F. GRANT, GIFT AND DONATION EXPENDITURES:**

112 All grant, gift, and donation expenditures must follow District financial procedures.

113  
114 **G. QUARTERLY REPORT OF COMPETITIVE GRANTS:**

115 **Financial reporting for grants will be included in the** Quarterly **Board Financial Report**  
116 **that is** reports will be submitted **presented** to the Board in the form of a written report  
117 outlining all competitive grants of more than \$10,000 received on behalf of the Cobb County  
118 School District **each quarter**.

119  
120 **H. BUDGETING OF COMPETITIVE GRANTS:**

121 **Each fiscal year, the development of the original budget for competitive grants will**  
122 **be based upon the most recent Consolidated Application or competitive grant**  
123 **information. During the fiscal year, administration has the authorization to make**  
124 **budget changes to competitive grants and Other Funds, based on the need to match**  
125 **grant awards and available funding.**

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127  
128 Adopted: 3/25/76

129 Revised: 7/28/83; 8/8/84; 8/14/91

130 Reclassified an Administrative Rule: 9/1/04

131 Revised: 1/13/10; 3/14/12

132 Revised and Re-coded: 6/28/12 (previously coded as Administrative Rule DDA)

133 Revised: 7/3/14; ~~x/x/24~~

134  
135  
136 Legal Reference

137 **O.C.G.A. 20-2-72**

**Code of Ethics for Local School Board Members**

138 **O.C.G.A. 20-2-74**

**Solicit and accept donations for educational purposes**

139 **O.C.G.A. 20-2-312**

**Gender equity in sports**

140  
141 ~~O.C.G.A. 20-02-0328~~

~~Competitive grant program~~

142 ~~O.C.G.A. 20-02-0329~~

~~Requirements for high schools that receive a reform grant~~

143 ~~O.C.G.A. 20-02-0520~~

~~Acquiring/disposing of school sites; building, repairing, renting, and furnishing school houses~~

144 ~~O.C.G.A. 20-02-0064~~

~~Establishment and maintenance of trusts or funds **of funds or trusts; purposes for which trust or fund may be expended**~~

145  
146 Ga. Constitution Art. 8,

147 Sec. 5, Par. 6

Power of boards to accept bequests, donations, grants and transfers

148 ~~Rule 160-4-7-.18~~

~~Grants for Services~~

149 ~~Rule 160-5-2-.06~~

~~Residential Facility Grant~~