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. Have a purpose consistent with the beliefs/philosophy of the school system District;
   b. Not bring undesirable or hidden costs to the school system District;
   c. Place no undesirable restrictions on the Board of Education (Board);
   d. Not be inappropriate or harmful to the best education of students;
   e. Not imply endorsement of any business or product or belief; and
   f. 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.
b. All grants applied for shall comply with Board of Education (Board) Policy, District Administrative Rules and District procedures including, but not limited to, the following:
   (1) Board Policy DB (Planning, Programming, Budgeting System);
   (2) Board Policy DI (Accounting and Reporting);
   (3) Board Policy CEB (Superintendent Duties);
   (4) Board Policy KB (Public Information Program);
   (5) Administrative Rule GBRG-R (Non-school Employment);
   (6) Administrative Rule GAKA-R (Reduction in Force)
   (7) Administrative Rule FEAE-R (Construction on District Property Funded by Others)
   (8) Basic District Policies & Procedures for Grants
   (9) All staff involved with the grant.

   c. Prior to submission of each competitive grant application with an award of $10,000 or more, and/or involves payroll, and/or has a state or federal ID, participation in basic District Policies & Procedures for Grants training must be completed by the local school staff and any participating Central Office Staff submitting school staff and/or submitting/participating Central Office staff.

   d. An administrator must be selected to be responsible for following all grant guidelines, compliance requirements, and creating/managing the budget.

C. DISTRICT APPROVAL:
   1. Administrative:
      a. Grant applications in the amount of $10,000 or more:
         Prior to submission, all grant applications in the amount of $10,000 or more, those that involve payroll, and/or have a state or federal ID shall have the approval of:
         a. (1) The applicant’s principal, department head and/or division head;
         b. (2) Other District office personnel as appropriate;
         c. (3) The Office of Accountability, Research and Grants; and
         d. (4) Cabinet level staff and/or the Superintendent.
      b. Grant applications in an amount under $10,000:
         All grant applications in an amount under $10,000 shall have the approval of the local school principal.
      c. Grant Applications that require a contract (see Section D below):
         Prior to submission, all grant applications of any amount that require a contract shall have the approval of:
         (1) The applicant’s principal, department head and/or division head;
         (2) Other District office personnel as appropriate;
         (3) The Office of Accountability;
         (4) Cabinet level staff and the Superintendent.

   2. Board:
      a. Initial:
         The Superintendent and/or Board shall approve any grant that:
         (1) Requires a special appropriation from the General Fund prior to the acceptance of the grant’s funding; or
         (2) Specifically requires Board approval.
      b. Continuing:
         In subsequent years:
         (1) These funds shall be disclosed in the District’s annual budget in compliance with Board Policy DB (Planning, Programming, Budgeting System) requirements regarding non-recurring project funds; and
         (2) The continuing acquisition of these funds shall be based on Board approval of the annual budget.

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

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

F. GRANT, GIFT AND DONATION EXPENDITURES:
All grant, gift, and donation expenditures must follow District financial procedures.

G. QUARTERLY REPORT OF COMPETITIVE GRANTS:
Financial reporting for grants will be included in the Quarterly Board Financial Report that is reports will be submitted presented to the Board in the form of a written report outlining all competitive grants of more than $10,000 received on behalf of the Cobb County School District each quarter.

H. BUDGETING OF COMPETITIVE GRANTS:
Each fiscal year, the development of the original budget for competitive grants will be based upon the most recent Consolidated Application or competitive grant information. During the fiscal year, administration has the authorization to make budget changes to competitive grants and Other Funds, based on the need to match grant awards and available funding.