

DFF-R Grants

7/3/14

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:

To be acceptable, a grant, gift, donation, or sponsorship must:

1. Have a purpose consistent with the beliefs/philosophy of the school system;
2. Not bring undesirable or hidden costs to the school system;
3. Place no undesirable restrictions on the Board;
4. Not be inappropriate or harmful to the best education of students;
5. Not imply endorsement of any business or product or belief; and
6. Not be in conflict with any Board Policy, Administrative Rule, state law, or District financial procedures.

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 Grants Administration:

Employees considering applying for a grant in the amount of \$10,000 or more should first contact the District's Office of Grants Administration for guidance and to insure 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)
- c. Prior to submission of each competitive grant application with an award of \$10,000 or more, participation in basic District Policies & Procedures for Grants training must be completed by the local school staff and any participating Central Office Staff.

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 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/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 for review and approval. It will be the determination of cabinet level staff 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. 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:

Quarterly reports will be submitted 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.

Adopted: 3/25/76
 Revised: 7/28/83; 8/8/84; 8/14/91
 Reclassified an Administrative Rule: 9/1/04
 Revised: 1/13/10; 3/14/12
 Revised and Re-coded: 6/28/12 (previously coded as Administrative Rule DDA)
 Revised: 7/3/14

O.C.G.A. 20-02-0329	Requirements for high schools that receive a reform grant
O.C.G.A. 20-02-0520	Acquiring/disposing of school sites; building, repairing, renting, and furnishing school houses
O.C.G.A. 20-02-0064	Establishment and maintenance of trusts or funds
Ga. Constitution Art. 8, Sec. 5, Par. 6	Power of boards to accept bequests, donations, grants and transfers
Rule 160-4-7-.18	Grants for Services
Rule 160-5-2-.06	Residential Facility Grant