



## **GRANT OPPORTUNITIES PROCEDURE (GRT-P002)**

Clarksville-Montgomery County School System

### **1.0 SCOPE:**

- 1.1 This process outlines the steps taken to identify and determine grant opportunities that support the district's mission and/or strategic work.

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

### **2.0 RESPONSIBILITY:**

- 2.1 Departments
- 2.2 Accountability Coordinator

### **3.0 APPROVAL AUTHORITY:**

- 3.1 Chief Financial Officer

### **4.0 DEFINITIONS:**

- 4.1 **Grants Review Oversight Committee (GROC)** is responsible for district oversight of all Grants. Oversight Committee members include the Chief Financial Officer, the Accountability Coordinator, and the Director of Schools.
- 4.2 **Grant Funding Intent:** is the determination made by the GROC as to whether or not a grant meets district purpose(s); sustain or enhance strategic work, enhance educational processes, innovation, seed or start up opportunity, develop partnerships, narrow focus, etc.

### **5.0 PROCEDURE:**

- 5.1 District staff identifies funding needs and opportunities in support of strategic work.
- 5.2 Needs and opportunities are forwarded to the Accountability Coordinator.
- 5.3 Initial determination is made if needs and opportunities will meet the district purpose(s).
  - 5.3.1 If not, submitter is notified that needs and opportunities do not meet district intent.
- 5.4 District Accountability Coordinator forwards grant opportunity to those implementing or impacted by the need.
  - 5.4.1 Feedback is provided back to the District Accountability Coordinator
- 5.5 District Accountability Coordinator organizes grant opportunity information and feedback and presents to Grants Review Committee.
- 5.6 Grants Review Committee meets to determine impact and if grant funding meets district intent.
  - 5.6.1 If not, submitter is notified that needs and opportunities do not meet district intent.



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5.7 Department notified to begin grant proposal and application procedure.

**6.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/2/13		Initial Release
5/26/15	A	Changed Accountability Coordinator to District Data Analyst throughout document. Updated flowchart.
10/17/23	B	Changed District Data Analyst to Accountability Coordinator throughout. Updated flowchart.

**7.0 FLOWCHART:**

7.1 A flowchart detailing this process can be found below.

**\*\*\* End of Procedure \*\*\***

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