



## **GRANT PROPOSAL AND APPLICATION PROCEDURE (GRT-P003)**

Clarksville-Montgomery County School System

### **1.0 SCOPE:**

- 1.1 This process outlines the steps for submitting a grant proposal and application.

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

### **2.0 RESPONSIBILITY:**

- 2.1 Grant Compliance Program Director (GCPD)
- 2.2 Senior Accountant (SA)

### **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 Compliance Program Director (GCPD)** is responsible for the management, implementation, and compliance of the grant award. This responsibility requires EDGAR Compliance and Training; knowledge of purchasing/accounts payable policies and procedures; and knowledge of CMCSS Business Practices (i.e., Requests for Proposals, Contracts, Approvals, Assurances, Reimbursements, Draw Downs, etc.).

**Senior Accountant (SA)** will provide fiscal support to the GCPD. The SA will review the grant proposal and will assist in the budget development and address budgetary concerns (i.e., contract obligations, spending categories, etc.), work with the GCPD to create a calendar/timeline for programmatic, budgetary, and evaluation reporting, establish the accounts for the approved grant budget, collaborate with GCPD ensuring timely disbursement and remittance of grant funds, and have financial and budgetary information (i.e., Object Codes, Contractual Agreement, etc.) available for reference and identification.

### **5.0 PROCEDURE:**

- 5.1 Grant proposal submitted to Accountability office for prior approval.
  - 5.1.1 Grant proposals greater than \$10,000 and/or have a matching requirement must complete Grant Routing Form (GRT-F003) when submitting proposal to Accountability office.
- 5.2 Grant proposals are reviewed by the Grants Review Oversight Committee to determine worthiness of development and application.
  - 5.2.1 Grant Compliance Program Director (GCPD) must obtain a detailed understanding of grant terms and conditions and specify how the grant will be monitored and comply with the submittal of the following to the Grants Review Committee and the Business Affairs Department:



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- 5.2.1.1 The development of a project plan that would include how new programs or activities funded by the grant would be implemented and who would be responsible for implementation.
  - 5.2.1.2 The provision of training for those responsible for the grant, so they can effectively carry out their roles.
  - 5.2.1.3 Terms and conditions for grant-funded personnel, such as severance and unemployment costs related to employees who are terminated upon expiration of the grant or operating and maintenance costs for assets that are acquired.
  - 5.2.1.4 The system/process that will be used to charge expenses against the grant and to obtain reimbursement.
  - 5.2.1.5 Identify the individual/department responsible for carrying out the grant and making sure that proper resources are available to support that grant.
- 5.3 Proposals determined to be worthy of development are reviewed by the Business Affairs Department for fiscal management concerns and to the Operations Department for possible facility alteration requirements.
- 5.3.1 Concerns submitted in writing to the Grants Review Oversight Committee.
- 5.4 Department notified to complete grant application.
- 5.5 Prior to grant application submittal:
- 5.5.1 Grant application will be reviewed by instructional and non-instructional staff.
  - 5.5.2 Analysis of the grant fiscal requirements will be presented to the Grants Review Oversight Committee.
- 5.6 Approved grant application submitted.

### **6.0 ASSOCIATED DOCUMENTS:**

- 6.1 Grant Routing Form ([GRT-F003](#))
- 6.2 Grant Proposal
- 6.3 Grant Application
- 6.4 Third Party Facility Construction/Alteration ([FAC-P004](#))

### **7.0 RECORD RETENTION TABLE:**

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
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Grant documentation	Current fiscal year kept in Accounting Office, moved to vault for one year, then to storage room	6 years	Recycled	Secured building, vault & storage room
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**8.0 REVISION HISTORY:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
12/2/13		Initial Release
2/16/17	A	5.3 added information regarding facility alteration. Added FAC-P004 to associated documents.
10/17/23	B	Deleted the role of Project Evaluator from the procedure.

**9.0 FLOWCHART:**

9.1 A flowchart detailing this process can be found below.

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



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