



Book Administrative Procedures
 Section 6000 Finances
 Title GRANT PROCEDURES
 Code ap6111
 Status Active
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6111 - GRANT PROCEDURES

(Procedures do not apply to Brevard Schools Foundation Grants)

If applying for this TYPE OF GRANT then:	Required Permissions	1st Board Agenda	2nd Board Agenda
1. Any competitive grant that requires the Superintendent's signature and/or any one of the following: <ul style="list-style-type: none"> A. Is newly created, controversial, or unique in its scope and design; B. requires matching funds that must be committed by the School Board and/or an external entity; C. commits BPS funds to continue implementation of the program after the grant funding ends; D. proposes a program that is not a part of the Brevard strategic plan; E. involves partnerships with organizations that the BPS has not partnered with in the past; F. requires an external evaluator. 	Immediate supervisor (i.e., director, manager, administrator), assistant superintendent, and/or appropriate deputy superintendent Grant Development Office by completing the "Request to Develop a Proposal" form.	A Board agenda item is required for the next meeting for CONSENT WITHOUT INFORMATION asking permission to write and submit the grant.	If grant award exceeds \$50,000 re-submit to the School Board as a CONSENT AFTER INFORMATION to accept the grant award.

<p>2. State, federal, or any grant that requires the Superintendent's signature BUT is:</p> <p>A. An entitlement program;</p> <p>B. has been funded in the past;</p> <p>C. does not meet any of the requirements listed above in #1</p> <p>(NOTE: subsequent program and/or budget amendments do not require resubmission unless initial program scope has significantly changed.)</p>	<p>Immediate supervisor (i.e., director, manager, administrator), assistant superintendent, and/or appropriate deputy superintendent</p>	<p>A Board agenda item for INFORMATION prior to submission.</p>	<p>N/A</p>
<p>3. Grants that do not require the Superintendent's signature and exceed \$50,000.</p>	<p>Immediate supervisor (i.e., director, manager, administrator), assistant superintendent, and/or appropriate deputy superintendent</p>	<p>A Board agenda item for the next meeting for CONSENT W/O INFORMATION asking permission to write and submit a grant.</p>	<p>When grant is awarded re-submit to School Board as CONSENT AFTER INFORMATION to accept grant award.</p>
<p>4. Grants that do not require the Superintendent's signature and do not exceed \$50,000.</p> <p>(Note: A grant proposal that will impact budgets, salaries, supplements, extra duty pay, working conditions, etc., or if the grant obligates the District in any way the immediate supervisor should contact the appropriate deputy superintendent or assistant superintendent to determine whether or not to seek School Board approval.</p>	<p>Immediate supervisor (i.e., director, manager, administrator)</p> <p>Deputy superintendent or assistant superintendent</p>	<p>N/A unless deputy superintendent or assistant superintendent determines need to seek School Board approval</p>	<p>N/A unless deputy superintendent or assistant superintendent determines need to seek School Board approval</p>

Note: Any salary, extra duty pay, supplement, or other pay that is written into a grant budget for employees of Brevard Public Schools must be calculated from the negotiated School Board approved salary schedule and must include current fringe rates.

Revised 3/09

Revised 2/16/12

Revised 3/18/16

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