



2023-2024

Grant Protocol

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Grant Development

It is the policy of Stockton Unified School District to assist and support schools and departments in the pursuit and acquisition of grant funding from federal, state, and other governmental units, as well as from private and foundation sources, to improve student achievement, enhance professional development efforts, and advance the district's goals and the goals of individual schools.

Grant Development Responsibilities

- Continue to seek and secure, maintain, and manage grant funds for purposes consistent with district goals and the aligned goals of its individual schools.
- Commit and allocate adequate resources to ensure that its grant management plan is effectively implemented and operated.
- Establish and maintain a specific grant management plan, with processes and procedures that explicitly outline activities, quality control measures, accountability measures, responsibilities, and templates for competitively seeking, securing, and managing grant funds.
- Ensure grant-funded programs maintain compliance in accordance with the terms and conditions of the funding agency.
- Utilize grant funds exclusively to supplement, expand, improve, or enhance current efforts of the school system or to implement new efforts in order to reach district or school goals.
- Conduct an assessment of the effectiveness of its grants management plan and make modifications to the plan when deemed desirable and appropriate.

SUSD's Goals and Objectives

The Grant Development Office will trace alignment using the following most current plans/frameworks:

1. Student Success
2. Local Control Accountability Plan (LCAP)
3. Local Education Agency (LEA) Plan
4. School Site Plan

Stockton Unified School District

Grant Procedures

Grant Protocol



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Grant Process (sign-off) Flow Chart



Guidelines

- Pursuit of any District-wide grant must be authorized in advance by the Superintendent.
- All grant projects must relate to the implementing district goals or annual school plans.
- All grant development activities must follow SUSD Grant Development Policy and Procedures.
- All other SUSD policies, procedures, rules, and regulations (personnel and business-related) also apply to grant-funded projects.
- Each proposed grant project must specify by name or position a Project Leader. The Project Leader must affirm in writing his/her acceptance of the responsibilities of the Project Leader (by signing the Letter of Intent).

Guidelines Continued

- Schools may not receive funds directly, they must be sent to the District Office (Business Services).
- All SUSD employees applying for grants must follow the Sign-Off Process before submitting a proposal to a funder
- All grants must be approved and signed by the Superintendent prior to submission to the funder. There are no exceptions.
- Acceptance of any grant creates a legal duty on the part of the grantee to use the funds or property made available in accordance with the intent of the proposal and the terms and conditions of the funding agency.
- Grant-supported projects should not encroach on the district's general fund. In other words, grant funds, combined with matching funds (if any), should cover the full expenses of the grant-supported project.

Intent to Apply: Section 1

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SECTION 1: Project/Grant Opportunity Details			
Your Department/School:			Date:
Project Leader Name/Signature:			Phone:
Name of Grant:			Due Date/Time:
Funding Agency Type: (check one)	<input type="checkbox"/> Federal	<input type="checkbox"/> State government	<input type="checkbox"/> Local government
	<input type="checkbox"/> Corporate	<input type="checkbox"/> Private Foundation	<input type="checkbox"/> Other:
Name of Funding Agency:			
School sites/or District-wide:			
Maximum amount of grant:	\$ _____	Amount Requested:	\$ _____
Indirect costs Allowed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Grant/Project Period:	_____ years or _____ months
Match Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what are the sources for matching funds?		
What is the project Sustainability Plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what are the plans to ensure sustainable funding? Does this grant cover the costs of extra positions if needed?		
What is the purpose of pursuing this funding?	Blueprint for Success Alignment:		
	LCAP Alignment:		
	LEA/School Plan Alignment:		

The purpose of Section 1 is to provide general information on the grant funding opportunity and its relationship to the district's goals. It is intended for this section to be completed before beginning to develop a grant project or grant proposal.

Intent to Apply: Section 2

SECTION 2: Authorization to Proceed

Director's Authorization:

Cabinet/ Assistant Superintendent's Authorization:

The purpose of Section 2 is to provide the appropriate Director over school sites and/or programs the opportunity to review and be informed of the potential project or program. This level promotes communication to ensure goals and objectives of the project or program are in alignment with the district.

Intent to Apply: Section 3

SECTION 3: Grant Review	
Director of Facilities and Planning:	Assistant Superintendent for Student Services:
Assistant Superintendent for Human Resources:	Assistant Superintendent for Educational Services:
Assistant Superintendent for Curriculum/Professional Development:	Assistant Superintendent of Special Education:
Executive Director of Technology and Innovation:	Director of Budget and Accounting:

The purpose of Section 3 is to provide district management the opportunity to review the final grant proposal and budget to ensure staffing, curriculum, level of commitments, technology, etc. are appropriate and consistent with policies and practices of the district and other applicable entities or associations.

Intent to Apply: Section 4

SECTION 4: Authorization to Apply

You are authorized to apply for this grant.

Superintendent's Signature: _____ Date: _____

The purpose of Section 4 is to provide the Superintendent the opportunity to authorize the submission of the grant proposal to the funder. The Superintendent will sign when all appropriate signatures are obtained and all questions have been answered. Although the Superintendent's signature provides authorization to apply, it does not bind the District in acceptance of the grant if awarded.

OVERVIEW SLIDE

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Intent to Apply

Pursuit of any grant must be authorized in advance.



Goals and Objectives

Do what your proposal said you would do and carry out all project activities according to the award agreement and original proposal.



Grant Budget

You may not spend the funds unless you spend them according to your proposed budget. You are responsible for ensuring that all expenditures are allowable and are as described in the funded project budget.



Follow Regulations and Policies

Maintain accurate, thorough records including copies of equipment inventory, personnel and payroll records, requisitions, invoices, and any grant fund transactions.



Complete Reports on Time

Throughout funding period, ensure all financial and program reports are completed accurately and submitted on time. Work with your Budget Team!



Spend all grant funds

Make sure all grant funds are spent by the end of the grant period. Any questions contact Business Services.

REMEMBER:

Acceptance of a grant award is a binding legal contract that creates a legal duty on the part of the grantee to use the funds or property awarded in accordance with the conditions of the grant and the intent of the original proposal.

In the meantime, please continue to contact GDO staff in the development of all grant proposals, regardless of how large or small.

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THANK YOU!

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