

GRANT PROCEDURES
ALIEF INDEPENDENT SCHOOL DISTRICT

GRANT SUBMISSIONS

A grant offer and acceptance constitutes a contractual agreement between the grantor (funding source) and the grantee (teacher, school, department, or district). This agreement should not be entered into without appropriate approval. The Grants Office facilitates district approval and signature requirements.

Applicants must obtain approval from campus administrators and the Federal Programs/Grants Office prior to submitting a grant proposal or application to **any** funding source.

To ensure that each proposal leaving Alief ISD represents the highest quality possible, the final draft of each grant application will be reviewed by the Grants Office and others, if necessary. Applicants are encouraged to contact the district's Competitive Grants Specialist, Zack Ward, early in the planning process for assistance as well as communicate with their Campus Grant Contact, if applicable. If interested in establishing a Campus Grant Contact, please submit a **Campus Grant Contact Form**.

Applicants will complete the **APPROVAL FORM FOR COMPETITIVE GRANT PROPOSALS** and submit it via e-mail to their Campus Grant Contact as soon as possible, but no less than **ten workdays** prior to the funding agency's deadline. If a Campus Grant Contact has not been established for their campus, applicants will forward their approval form to **Zack Ward**. This will allow sufficient time for a technical review and approval from the building principal and the Grants Office. Campus Grant Contacts will notify applicants of approval. Upon notification, applicants may proceed with grant applications. Prior to submitting the application to the funding source, a copy of the completed application should be forwarded to the Grants Office, Attention: Zack Ward. Proposals requiring approval or signature of the Board of Trustees must be submitted to the Grants Office a minimum of **two weeks** prior to a board meeting.

The Grants Office serves as a clearinghouse for all grant applications and maintains a tracking system for all submitted proposals. **Summaries of all proposals and grant activity are periodically reported to the Superintendent and the Board of Trustees.**

NOTICE OF GRANT AWARD OR REJECTION

Upon receipt of a **notice of grant award or rejection** from the funding agency, the applicant will send a copy to the Grants Office. Applicants are also encouraged to send a thank you letter to the funding source even if funding is not awarded during this grant cycle.

Grant recipients may enter into **contract negotiations** with the funding source prior to a final grant being awarded. The Competitive Grants Specialist is available to assist in the negotiation process. Significant changes in the grant project must be approved by the Grants Office.

Upon notice of grant award, the Grants Office will notify appropriate parties including Communications, the Superintendent, the Board of Trustees, and the Compliance Coordinator.

The Compliance Coordinator will meet with the applicant to establish a grant budget. Grant funds cannot be expended until a budget has been established. Grant recipients will adhere to all fiscal and programmatic reporting requirements imposed by the funding source. The Federal Programs & Grants Office submits financial reports and works with the campus/department to ensure accuracy.

Grant recipients establish and maintain the official files for all grant awards. Files must be kept for five years after the conclusion of the grant.

A copy of all final grant documents will be provided to the Grants Office.