

# REGULATION ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

**Related Entries:** BAF, DJ, KE, KE-RA

**Responsible Office:** PARTNERSHIPS, DEVELOPMENT & MARKETING OFFICE

## GRANTS, MINI-GRANTS, AND SPECIAL PROJECTS

### A. PURPOSE

To establish procedures for the development, submission, and management of grant programs that are funded from sources outside the school system.

### B. BACKGROUND

The school system regularly receives funding from outside sources in the form of grants and special projects fundraising that support school-related endeavors and the education experience at Anne Arundel County Public Schools (AACPS). A portion of grant funding that is received by the school system is at times sub-granted to individual schools or divisions within the school system as mini-grants to support small, short-term projects. Mini-grants are distributed consistently and appropriately in accordance with standard budget and application procedures. In addition, AACPS occasionally receives funding as a result of fundraising for special projects and other initiatives.

The procedures established in this regulation apply only to AACPS offices, departments, divisions, schools, and school personnel seeking funding on behalf of the school system or individual schools. The procedures established under this regulation do not apply to individual school fundraising activities conducted in accordance with Policy KE and Regulation KE-RA – Student Fundraising Activities.

### C. DEFINITIONS

1. ***Administrative Charge*** – a specified percentage of the project to cover costs that are difficult to itemize, because they are part of the normal operating budget. This rate is calculated based on federal guidelines through the Maryland State Department of Education. Administrative costs include maintaining personnel records, generating payroll, managing financial records, and maintaining financial records.
2. ***Corporate Foundation*** – a private foundation that derives its funds primarily from a profit-making corporation.

3. ***Federal Grant*** – funding provided by a department or agency of the U.S. Government.
4. ***Fundraising*** – the process of raising money from individuals, community organizations, and businesses, for the purpose of supporting programs and activities that support the goals of the school system.
5. ***Grant*** – funding provided by a government agency, foundation, corporation, or other external source that requires a written proposal for a particular purpose over a specified period of time. Grants may be awarded non-competitively or through a competitive selection process.
6. ***Mini-grant*** – a portion of funds received by the district from a government agency or form a foundation for which schools can apply on a competitive or non-competitive basis.
7. ***Private Foundation*** – a not-for-profit entity that does not receive a major part of its support from the public. It is organized exclusively for charitable, educational, religious, scientific, and literary purposes under Section 501(c)(3) of the Internal Revenue Code.
8. ***Request for Proposal*** – a formal application package that describes the available grant funding, priorities, guidelines, and formats that are required when submitting a proposal.
9. ***Special Project*** – a fundraising activity or event, managed at the Central Office level, which is conducted to raise money or resources for a specific program or activity. Special projects include scholarship drives, benefit concerts, dinners, dances, and auctions.
10. ***State Grant*** – funding provided directly by a department or agency of the State of Maryland.

#### **D. PROCEDURES**

The Superintendent or the Superintendent’s designee shall have signature authority for all funding proposals submitted by AACPS, including grants, mini-grants, and special projects proposals.

##### ***Grants***

1. A school’s principal may only act as the Superintendent’s designee and may approve grant proposal submissions if the:
  - a. Funding request is less than \$10,000;

- b. Funder does not require the signature of an authorized representative of the school system;
  - c. Grant is not funded by an agency of the federal or State government;
  - d. Proposed project will be managed at the school and does not involve two or more schools;
  - e. Proposed project will not be managed by the Central Office;
  - f. Proposed project does not require in-kind, cash matching funds, or the commitment of AACPS resources;
  - g. Grant funds will not be used for salaries, stipends, or substitute teachers;
  - h. Grant funds will not be used to purchase computer-related equipment and/or software; and
  - i. Grant funds will not be used to modify or renovate school system property, including construction of out-buildings, construction of playgrounds, installation of telephone lines, interior or exterior structural changes to buildings, and major changes to the landscape such as repaving driveways.
2. Grant proposals that do not fall within the requirements established in section D.1. of this regulation shall be reviewed by the Partnerships, Development & Marketing Office and shall require the signature of the Superintendent or the Superintendent's designee. The Superintendent's designee may not be a principal for such grants.
  3. Central Office personnel shall be responsible for submitting all grants under their management to the Partnerships, Development & Marketing Office and the Division of Financial Operations.
  4. AACPS offices with budget and/or operations directly affected by proposed projects shall be included in the project development, including staff development, technology, transportation, budget and finance, human resources, and facility services.
  5. Grant proposals shall address technology sustainability, if applicable, beyond the grant funding and for the lifecycle of the equipment purchased.
  6. All start-up technology costs shall be included within the grant proposal, including costs for replacement of laptop batteries, wireless access points, additional switches, and cabling.

7. A grant proposal budgets shall include the AACPS Administrative Charge, unless 1) it is not allowed by the funding agency, or 2) it meets the requirements established in Section D.1. of this regulation.
8. A grant proposal budget that does not meet the requirements established in Section D.1. of this regulation shall be reviewed by the Division of Financial Operations.
9. School system participation in grant-funded projects for which other organizations are the fiscal agent shall be reviewed by the Partnerships, Development & Marketing Office and the Director of Financial Operations prior to obtaining the signature of the Superintendent or the Superintendent's designee.
10. The Partnerships, Development & Marketing Office shall be responsible for collecting, at least annually, grant information from all schools and offices.
11. Requests for letters of support for grant-funded projects from other organizations shall be reviewed by the Partnerships, Development & Marketing Office prior to obtaining the signature of the Superintendent or the Superintendent's designee.
12. Memoranda of Understanding (MOUs) and Memoranda of Agreement (MOA) for grant-funded projects shall be reviewed by Partnerships, Development & Marketing Office and the Legal Services Office for legal sufficiency. MOUs and MOAs for grant-funded projects may only be signed by the Superintendent or the Supervisor of Purchasing.
13. The Partnerships, Development & Marketing Office shall be responsible for researching funding opportunities and supporting the development and implementation of school system proposals and funded projects.
14. The Division of Financial Operations, in collaboration with the grant project manager, shall be responsible for financial accounting of grants of \$10,000 or greater and preparing financial reports for the funding agency.
15. Schools shall be responsible for financial accounting of grants that meet the requirements established in section D.1 of this regulation.
16. The Superintendent directs the Partnerships, Development & Marketing Office, in consultation with the Division of Financial Operations, to create and distribute guidelines for the implementation of grant-funded projects.

### ***Mini-Grants***

1. Submission of mini-grant proposals shall be approved by the applicant's school principal (for school-based grants) or the head of the applicant's department/division (for non-school based grants).

2. All mini-grant projects shall comply with the conditions of the original funding agency.
3. Management of all grant funds shall comply with AACPS policies and regulations.
4. No administrative charge may be included in mini-grant budgets.
5. The outcome of the application process shall be reported to the Partnerships, Development & Marketing Office.
6. Documentation of mini-grant activities and budgets shall be maintained by the appropriate AACPS office under the requirements and guidelines of the original funding agency.
7. The Partnerships, Development & Marketing Office shall be responsible for collecting, at least annually, grant information from all schools and offices.
8. A school principal or a school principal's designee shall be responsible for reporting all school-based grants to the Partnerships, Development & Marketing Office.
9. Central Office personnel shall be responsible for reporting all mini-grants under their management to the Partnerships, Development & Marketing Office.
10. The Partnerships, Development & Marketing Office shall create and distribute guidelines for development, submission, and management of projects funded within the school system via mini-grants.

***Special Projects***

1. Management of all funds from fundraising for special projects shall comply with all policies subsumed under AACPS Section D – Fiscal Management.
2. The Partnerships, Development & Marketing Office shall be responsible for initiating, developing, and supporting AACPS fundraising projects that have system-wide impact.
3. Fundraising for special projects may not:
  - a. Promote or endorse the use of drugs, alcohol, tobacco, firearms, or illegal substances;
  - b. Promote or endorse gambling;
  - c. Violate the AACPS non-discrimination policy;
  - d. Endorse any political or religious policy or belief;

- e. Require student participation;
  - f. Affect a student's grade, academic standing, or academic eligibility for participation in extracurricular activities;
  - g. Disrupt the operation of the educational program;
  - h. Unduly impose upon students or personnel;
  - i. Require unreasonable effort to conduct the fundraiser which outweighs the benefits received; or
  - j. Conflict with Policy KE – Student Fundraising Activities.
4. Participation in a fundraising project shall be in accordance with Policy BAF – Ethics and Conflict of Interest.
5. AACPS offices with budget or operations directly affected by proposed projects, including staff development, technology, transportation, budget and finance, human resources, and facility services shall be included in the project development.

**Regulation History:** Developed by the Superintendent 04/05/06; 03/14/19  
Reviewed by the Board 09/06/06; 11/01/17; 03/18/19  
Issued 09/06/06; Revised 12/20/17; 03/18/19

**Note Previous Regulation History:** Replaces regulations DJA-RA, DJB-RA, and DJC-RA, rescinded on 12/20/17