



SAN ANTONIO INDEPENDENT SCHOOL DISTRICT Administrative Procedures

C – Business & Support Services No. 26	C26
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REVISED September 17, 2018	

GRANT DEVELOPMENT AND SUBMISSION

Campuses or departments interested in applying for a grant must contact the District Grants Office prior to contacting the funding agent or source. District Grants assists in determining the proper course of action in the pursuit of external funds aligned with the mission and goals of the District. The review process will include a proposed determination of grant applicability based on factors such as: internal and external competition, coordination with current and available District resources, program or project sustainability, alignment with Campus or District priorities, and required District commitments.

INTERNAL REVIEW PROCESS: The *Grant Proposal Summary* [FORM C26-A] is used to develop, refine, and detail grant applications to public funders (*i.e. Federal, State, County, or City*). The *Grant Launch Pad* [FORM C26-B] is to be used to develop and refine grant applications to private funders (*i.e. Private Foundations or Corporate Foundations*). Complete and submit the *Grant Proposal Summary* or *Grant Launch Pad* to District Grants via email, with appropriate signatures, prior to the development and submission of a full grant application. For assistance with the completion of the appropriate form, contact District Grants at districtgrants@saisd.net or (210) 554-2535.

REQUESTS FOR CAPITAL IMPROVEMENTS: Grant requests and applications for construction, renovations, or any other facilities improvements must be in accordance with Administrative Procedure C19 *Modification/Repair of Facilities* and reviewed by District Grants, Campus Leadership, as well as Facilities Services (*i.e. Plant Services, Operations, etc.*). Please find more information, associated timeframes, and necessary forms pertaining to facility modifications or repairs in Administrative Procedure C19.

REQUESTS FOR TECHNOLOGY: Grant requests and applications for technology (*i.e. hardware, software, and other educational technology*) must be in accordance with the Administrative Procedures and support by both the Office of Technology & Integration (210-244-2900) and the Office of 21st Century Learning (<https://saisdteam21.blogspot.com/>). By engaging both of these departments, the grant applicant ensures that the proposed technology can be delivered, installed, integrated, and supported with training by the District.

REQUESTS OF \$50,000 OR MORE

Grant requests and applications that total an award equal to or greater than \$50,000 will be reviewed and approved or denied by the Office of Academics and School Leadership, Human Resources, Financial Services, District Initiatives, Federal Programs, Technology & Management, Research & Evaluation, Professional Learning, and any other departments deemed necessary to assist with the review and approval process dependent upon the focus of the grant. Approval or denial of a proposal through these channels will be determined based upon District factors including those previously listed as well as other considerations. District Grants will communicate the final approval or denial of a grant proposal to the applicant.

Approval of the *Grant Proposal Summary* or *Grant Launch Pad* will allow the full grant application to come to the appropriate campus or department for review, preparation, and/or proofing. Additionally, District Grants is available to assist in the final narrative preparation, proofing, compliance coordination, and budgetary reviews prior to obtaining the Superintendent's signature and/or any required SAISD School Board approval(s).

POST-AWARD

Upon the award of a grant request or application, please contact District Grants for further guidance in addition to reviewing *Administrative Procedure C43 – Grant Management*.

Attachments – FORM C26-A: *Grant Proposal Summary (Public Funders)*

FORM C26-B: *Grant Launch Pad (Private Funders)*

Questions regarding this procedure should be addressed to:
District Grants, 406 Barrera St., San Antonio, Texas 78210 / (210) 554-2535 / districtgrants@saisd.net