

# Troup County Schools

## Guidelines for Grants and Donations

*(does not include consolidated application grants)*

### Definitions:

Grants – Any funds requested by application from a local, state, or federal agency or business or private enterprise established for this purpose

Donations – Monetary or In-kind – Any goods, funds, or services for which Troup County Schools must assume maintenance and/or management responsibility

- 1) The ultimate responsibility for applications and subsequent execution of proposals for grants and other supplemental funding resides with the principal(s) or director(s) of the population or unit to be impacted by the proposal.
- 2) All stakeholders that will share the responsibility of implementing the proposal should be represented in creating the proposal.
- 3) All grant applications that will impact stakeholders of Troup County Schools and/or flow through system accounts (in any category) must submit proposed financial arrangements to the chief financial officer for guidance and to assist with planning to accommodate the financial elements of the proposal.
- 4) All applications for grants and in-kind donations at or above \$250.00 must be approved by the appropriate cabinet member as follows:
  - a. Curriculum, Instruction, Professional Learning – Assistant Superintendent
  - b. Operations & Technology – Assistant Superintendent
  - c. Personnel – Chief Human Resource Officer
  - d. Finance and Purchasing – Chief Financial Officer
  - e. Overall System – Superintendent
- 5) All cash donations at or above \$250.00 must be documented or acknowledged by letter on school letterhead to the donor. The letter should contain the amount and address how the donation will be used. A copy of the letter should be sent to the chief financial officer for IRS purposes.
- 6) Any capital campaign must be approved by the superintendent in accordance with board policy (DFF). Further, solicitations for said campaign in any form must inform would be donors of the purpose(s) for which the funds might be used. Any request from donors that funds be used for specific and designated purpose must be honored, if funds are accepted.
- 7) Every proposal shall be aligned with the Mission, Vision, and the appropriate Strategic Directive or Desired Outcome from the system strategic plan. Goals from the appropriate improvement plan (required locally or otherwise) may also apply.
- 8) Applications for grants should be processed in a timely manner. Allow at least two weeks for the appropriate supervisor to study your proposal. Only the superintendent can override or bypass any part of the above stated protocol.
- 9) Regardless of the funding source, technology that would be acquired from grants or donations must also be approved by the Director of Technology.
- 10) All grant funds for any given year must be received and invoiced by June 30 of the school year within which the grant was received.
- 11) Equity of resources may be a consideration in approving grants.