

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 500-20
Subject: GRANT COLLABORATION REQUESTS FROM EXTERNAL AGENCIES AND GROUPS	Date of Issue: 5/6/09
Preparing Office: Office of the Superintendent	Amended:

I. Policy

II. Procedures

- A. Requests for FCPS participation in an external grant application shall be directed to the Grant Coordinator who will serve as the primary point of contact during the consideration and approval process.
- B. Following receipt of a request, the Grant Coordinator will review the nature of the intended collaboration, contact appropriate FCPS personnel, and coordinate a decision as to whether or not FCPS participation will be granted. Factors to be considered in that decision include:
 - 1. Relevance of the proposed grant activity with the mission and goals of FCPS
 - 2. Potential benefit for students and families
 - 3. Impact on FCPS staff time
 - 4. In-kind or additional costs associated with FCPS participation
 - 5. Proposed use of FCPS facilities
 - 6. Nature of the data listed in the evaluation plan
 - 7. Fiscal and reporting responsibilities for the grant
- C. Collaborative grants resulting in funds being allocated to FCPS must be approved by the Board of Education prior to project implementation, in accordance with procedures listed in Regulation 500-21.

Approved:

original signed by

Linda D. Burgee
Superintendent