

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 500-21</b>
<b>Subject: PROCESS FOR APPROVAL OF RESTRICTED FUND GRANTS AND PROJECTS</b>	<b>Date of Issue: 1/1/81</b>
<b>Preparing Office: Office of the Superintendent</b>	<b>Amended: 4/2/13</b>

I. Policy

II. Procedures

A. Definitions

1. Grants are financial awards issued by a governmental or private entity in response to a formal application for funds.
2. Gifts or contributions, however titled, which do not require an application are considered donations and are to be handled in accordance with procedures provided in Frederick County Public Schools (FCPS) Regulation 200-33.
3. Formula grants are those that FCPS receives annually based on enrollment and other student demographic data.
4. Competitive grants require a comprehensive application to a governmental or private entity which then issues awards to a limited number of applicants from districts, states or countries.
5. Continuing grants are awards to maintain projects previously approved by the Board of Education.

B. Approval and Review Procedures

1. All grant awards over \$25,000 must be approved by the Board of Education.
2. Grant awards below \$25,000 may be approved by the deputy superintendent or designee. Such grants, and required supporting information, must be reported as information items on the agenda of the next scheduled meeting of the Board of Education's Curriculum and Instruction (C&I) or Facilities and Finance (F&F) Committee.
3. Formula grants are approved as part of the annual FCPS budget and ongoing budgetary amendment processes and do not require separate consideration by the Board of Education.
4. Competitive and non-formula continuing grants are approved following notification of the award by the funding entity, but prior to the expenditure of grant funds.

5. Grant awards primarily addressing instructional or curricular issues are scheduled for review by the Board of Education's C&I Committee prior to consideration and approval by the full Board.
6. Grant awards primarily addressing facilities or food services are scheduled for review by the Board of Education's F&F Committee prior to consideration and approval by the full Board.
7. Continuing grants are routinely placed on the non-presentation section of the C&I and F&F Committee agendas and then recommended for approval by the Board of Education as part of its consent agenda.
8. Following approval and implementation of grant-funded projects, copies of program reports may be provided as information items to the appropriate Board committee.

Approved:

*original signed by*

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Theresa R. Alban  
Superintendent