

# *Grants*

## *2023/2024 ADMINISTRATORS' REFERENCE NOTES*

Collierville Schools offers educational and employment opportunities without regard to race, color, religion, sex, creed, age, disability or national origin.

There are many federal, state, and private grants available to meet a variety of needs. The grant protocol on the following pages explains the process to be followed in submitting grant proposals on behalf of Collierville Schools. Accounting for all grants must be in compliance with the Tennessee Internal School Uniform Accounting Policy Manual.

Many needed programs and activities in Collierville Schools can be implemented as a result of receiving grant awards. Please direct any questions or need for assistance to Anita Floyd, CFO at [afloyd@colliervilleschools.org](mailto:afloyd@colliervilleschools.org) or 901-286-6367.

## **Instructions**

A short time frame often exists between the announcement of a grant opportunity and the deadline for submission of an application or proposal. Adequate time must be allotted to complete the process for approval and submission of grant proposals. Please adhere to the steps outlined in this document to apply for grants.

Grant writing can be a very rewarding experience. Following the appropriate protocol/procedure will ensure that all requirements are met for receiving grant awards.

Please contact the Finance Department with any questions or concerns. The Finance Department is located at the Central Office on 145 W. Poplar Avenue Collierville, TN. You may contact the CFO, Anita Floyd at [afloyd@colliervilleschools.org](mailto:afloyd@colliervilleschools.org) or at 901-286-6367.

### **Grant Protocol for Submission of Grant Proposals**

This protocol has been established for all grant proposals submitted by individuals, schools and central office staff representing Collierville Schools. It is necessary to adhere to the following steps when submitting a grant proposal to ensure requirements established by Board policy are met:

1. The Grant Proposal Summary must be filled out completely and submitted to the Finance Department **two weeks prior to the submission of the grant** to the Grantor. The Grant Proposal will be reviewed by Anita Floyd and will be returned to you approved, with possible changes noted, or additional information requested. Once the Grant Proposal Summary is correct you will receive written approval from Mrs. Floyd stating you may proceed with submitting the grant to the grantor.
2. If the Superintendent and/or Board President's signature is required on Grant Proposal forms, the Finance Office will obtain the needed signatures. Please allow appropriate time to accommodate the Superintendent's schedule. After the signatures have been obtained, the original may be picked up for mailing to the grantor.
3. The applicant (individual, school or appropriate central office staff) is responsible for

completing the Grant Proposal, receiving the appropriate approval and signatures and then mailing it to the grantor.

- The Finance Department must be informed of the grant award within one week of the applicant's notification. Please forward a copy of the award letter to the Finance Department.

**PROTOCOL FOR RECEIPT OF GRANT AWARDS**

Grant award recipients may be notified in a variety of ways. Grantors may contact the applicant or the Superintendent. When the applicant is notified, please adhere to the following:

- Make a copy of the grant award letter and send it to the Finance Department within one week of receiving notification.
- Send copies of the annual reports that document progress under the grant to the Finance Department for the Superintendent's review and for the grant's file.
- If the Finance Department will be handling the accounting for the grant, send a copy of the grant budget and budget narrative to Anita Floyd, CFO so an account can be established. If the school will handle the accounting, send a copy of the grant budget and budget narrative to the schools financial secretary.

**GRANT PROPOSAL SUMMARY**

1. Grant Name:			
2. Grantor:			
3. Submitted by: (School			
4. Project Coordinator:			
5. Principal/Director:			
6. Amount:			
7. Funding Period:			
8. Deadline:			
9. Target Population:			
10. # of students to		11. # of teachers, staff, or parents to be served:	
12. Grant Funding:	<input type="checkbox"/> New <input type="checkbox"/> Continuation	<input type="checkbox"/> Single Year <input type="checkbox"/> Multi-Year Renewable	

13. What are the specific goals of the grant?

14. What budget categories will be included? (Check all that apply)

**\*\*Attach a copy of the proposed budget and/or what will be purchased with grant funds\*\***

- Supplies                       Books                       Equipment                       Resources
- Other  
(list)

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15. Is a match (cash or in-kind) required?    Yes    No   (If yes, please describe)

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16. Who will provide accounting for the grant?

- Finance Office    School Financial Secretary    Other: (Describe)

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17. Does the grant have an impact on custodial, maintenance, or after hour's staff?

- Yes    No   (If yes, please describe)

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18. Does the grant require the signature of the Superintendent and/or Board President?

- Yes    No

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**19. Internal Approval**

*To be signed by School Principal:*

I have reviewed this Proposal Summary and confirm the following (*please check all that apply*):

- The proposed project can be implemented in a manner that does not impede current programs or conflict with other staff.
- This Proposal Summary has been completed and submitted to the Finance Department **2 weeks prior** to the submission of the proposal to the grantor.

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Principal

\_\_\_\_\_

Date

Reviewed and approved by:

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Anita Floyd, CFO

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Date

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