

	<p style="text-align: center;">ACCEPTANCE OF GRANTS/REVENUE PRODUCING AGREEMENTS AND CONTRACTS</p>	<p style="text-align: center;"><i>ADMINISTRATIVE PROCEDURES</i> 09/01/05</p>
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ADMINISTRATIVE PROCEDURES

INTRODUCTION

The Seattle School Board values and welcomes external funding that address the strategic goals and priorities of the Seattle Public Schools in meeting the academic needs of its students. These procedures have been approved by the Superintendent to guide funding agencies and District employees in the procurement and acceptance of grants and revenue-producing agreements consistent with the Board policy.

PROCEDURES

SITUATION A

When an individual within Seattle Public Schools wishes to submit an application for funding or wishes to enter into a revenue producing agreement or contract with an individual or organization outside the Seattle Public Schools.

When an employee of the District becomes aware of a funding opportunity or an opportunity to enter into a revenue producing agreement or contract and has an interest in pursuing this opportunity, the employee should discuss this opportunity with their supervisor and formulate an “intent to pursue decision” in relation to this funding opportunity.

If the intent is to pursue this funding opportunity, the employee should notify the Office of Grant Services of this intent (with the approval of their supervisor) and submit a copy of the “request for proposal” or the proposed “revenue producing agreement” to the Office of Grant Services for review and processing.

Once received, the Office of Grant Services will review the funding request to determine:

1. The conditions and expectations of the funding agency.
2. If the funding opportunity meets the District’s expectations and Board policies in relation to the procurement and acceptance of such an award of funding.
3. If others within the District have indicated an interest in applying for this funding opportunity.
4. Whether a grant strategy needs to be referred to the Chief Academic Officer or the Chief Operating Officer if there is more than one potential applicant for this potential funding source.

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The Office of Grant Services will review with the employee the results of this analysis to determine if the employee would like to continue in the development of the grant or revenue producing agency service agreement.

If the decision is to proceed, the Office of Grant Services will “log this request for funding” on its Grant Activity Log and will provide the employee guidance, various forms and instructions on the process for completing and submitting their application to the Office of Grant Services for processing.

SITUATION B

When an individual or organization outside the Seattle Public Schools wishes to submit an application in support of the Seattle Public Schools or wishes to enter into a revenue producing agreement or contract with either the District or one or more of its schools.

When an individual or organization outside Seattle Public Schools wishes to submit an application in support of the District or wishes to enter into a revenue producing agreement or contract with either the District or one or more of its schools, the individual or organization should contact the Office of Grant Services to register its intent. The Office of Grant Services will clarify the nature of the offer, the terms under which the offer can be accepted and request the individual or organization to complete and submit an “abstract” of the proposed grant application or service agreement to the Office of Grant Services for processing.

Once received, the Office of Grant Services will review the “abstract” to determine:

1. The conditions and expectations of the funding opportunity.
2. The degree to which the funding opportunity meets District expectations and Board policies related to the procurement and acceptance of such an award of funding.
3. The appropriate administrator to determine the feasibility of entering into the proposed funding opportunity.

If the recommendation by the appropriate administrator is to proceed, the Office of Grant Services will “log this request for funding” on its activity log and provide the *individual or organization* with guidance, forms and instructions on how to complete and submit the application/request for funding to the Office of Grant Services for District processing to the Superintendent (or designee), the Board (where required by Board policy) and ultimately to the funding agency.

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SITUATION A AND B

The following process should be followed when an application for funding or revenue producing agreement or contract requires Board approval.

1. The Director of Finance Services (or his designee) in coordination with the designated program manager will prepare and distribute a “Program Abstract and Fiscal Impact Statement” of the proposed grant application or revenue producing agreement to the Chair of the Finance Committee.
2. The Finance Committee will review the Program Abstract and Fiscal Impact Statement to determine if it should be recommended to the “full” Board for action.
3. If the proposed grant application or revenue producing agreement is recommended to be submitted to the “full” Board for action, the Chair of the Finance Committee (with the assistance of the Director of Finance Services or its designee) will complete a Board Action Memorandum and forward it to the “full” Board for action.
4. If the proposed grant application or revenue producing agreement is not recommended for submission, the Director of Finance Services (or designee) will be notified and provided guidance as to whether follow-up action by staff is necessary in order for the committee to reconsider the grant application or revenue producing agreement or whether the committee has unconditionally decided not to accept an award under the proposed grant application or revenue producing agreement.

More detailed information related to the process of accepting grants/revenue producing contracts may be accessed under Section II of the Office of Grant Services Operating Procedures Manual located on the District’s web site at www.seattleschools.org.