Procedure: **Writing and Submitting Grant Applications**	Policy: **Grant Proposal, Development and Acceptance**		Number: **GP0100.2**
	( ) Complete Revision ( ) Partial Revision (**X**) New	Supersedes:	Page: **Page 1 of 5**

Overview of Procedures

Grants have the greatest chance of being successfully funded if they are well written, clearly articulate the need for grant funding and comprehensively address the grantor's objectives, instructions and guidelines. These procedures will ensure coordination of funding pursuits across the District and will provide guidance in preparing and submitting a grant application or proposal after District procedure *GP0100.1 Submitting an Intent to Apply Form* has been completed and approval from the Grants Oversight Committee (GOC) to proceed with the application process has been received.

Procedure Details

The Office of Grants Development (OGD) is responsible for managing the overall grant proposal development and acceptance process in partnership with the organizational unit that will be responsible for the project, should it be awarded. This can be an outside entity (e.g., Institution of Higher Education (IHE), non-profit organization, etc.) or an internal one (e.g., District School, Program Office, etc).

Every grant will be unique and have its own requirements; the Grant Program Manager (GPM) will work with the Grant Development Specialist (GDS) and the Lead Program Evaluator from the Office of Research and Evaluation (ORE) when appropriate to ensure that the grant is successfully completed according to the grantor's specifications by addressing the following:

- Understanding the guidelines specific to the particular grant and developing a plan for what the proposal will address.

- Developing a timeline for completion of the grant that allows sufficient time for research, writing, reviewing and editing.

- Developing a plan for writing the proposal that draws on the strengths, skills and knowledge of appropriate District staff.

- Identifying the need for external partners and bringing them into the process in a timely manner.

- Designing a program evaluation plan that reflects the guidelines of the grant and internal priorities for evaluating District initiatives.

The GPM will work with Grant Fiscal Services (GFS) Grant Budget Analyst (GBA) to develop a budget that reflects the actual costs of the project, accounts for all internal cost objectives and is consistent with the guidelines for that grant including fulfillment of any requirements related to cost sharing or matching and maintenance of effort.

All grant proposals (including the budget) must then be reviewed by OGD and then submitted to the grantor.

Award Proposal Submittal

RESPONSIBLE POSITION	STEP	ACTION TAKEN
Assigned GDS, GPM, GBA, ORE and other relevant SDP Personnel	1	Convene a meeting to begin the process of creating the grant proposal.
GPM	2	At the Grant meeting, • discuss and assign roles and responsibilities such as: 　○ GDS is responsible for overseeing the writing and editing of the application 　○ GBA is responsible for creating the grant budget proposal according to grantor guidelines and District Policy *GP0200 Grant Budgeting* 　○ ORE Evaluator is responsible for creating an evaluation plan and accompanying procedures • discuss and confirm schedule of interim and final deadlines including when the final draft will be provided to the GDS and Lead Program Evaluator from ORE (if applicable) allowing enough time for final review
GPM	3	Manage proposal creation and submission by ensuring deadlines are met assigned tasks are accomplished. Ensure that a final, complete proposal is in the hands of the GDS at the agreed upon date and time, allowing sufficient time for the GDS to perform the necessary reviews for both content and style.
GPM	4	Submit complete and finalized grant proposal (including the budget) to the Office of Grants Development for review no less than three working days prior to the mailing date. (The mailing date will usually be the last business day before the funder's deadline date.) Submit grant proposals in electronic format to *grants@philasd.org*.
OGD/GDS	5	Work with the GPM to address any areas that the GDS has identified as needing additional work, more clarity, different language, etc.
GDS	6	Perform final review: • ensure that all boilerplate forms, assurances, signatures have been completed and are ready for submission • review the proposal to ensure that it complies with standard grant formats and approaches • review the proposal to ensure that it addresses the requirements of the grant in the best possible way • review the proposal to see whether there is anything that, based on prior experience and knowledge, s/he recommends should be added, deleted or changed. • verify the proposal is prepared in the format defined by the grant guidelines

RESPONSIBLE POSITION	STEP	ACTION TAKEN
GDS	7	Submit the proposal by the deadline date in the method defined by the grantor (i.e., by courier, email, online portal). For state and federal grants, submission is usually completed via online portals. The Pennsylvania Department of Education's system is called "e-Grants" and the U.S. Department of Education employs the "Grants.gov" system. Other federal agencies may also use "Grants.gov" or other online portals unique to that agency. Many corporations and foundations also have formal deadlines. Large private foundations, such as the Gates Foundation, have created their own online portals for grant submission. Some use email as their preferred mechanism and still others use hard copy submissions that require the use of a courier. Proposals MUST be submitted both by the specified deadline and in the specified format or they will not be considered for funding. Contact the grantor for clarification if the submission guidelines are not completely clear.
GDS	8	Upon submission of the proposal: • create an OGD Red File with all relevant documents and file in the "Pending" drawer. • create an entry within the Grants Management Database making sure to complete each field.
GPM	9	Upon submission of a proposal, the GPM (or school) creates an SRC Resolution for acceptance of the funds (if awarded) for any grant over $20,000. See District Procedure *GP0100.3 Submitting an SRC Resolution for Award Acceptance*

Award Approval

The grantor sometimes specifies the date that award notifications will be announced. Most frequently a letter or email notification arrives unexpectedly, usually in OGD, but is often received by the GPM if his/her name is listed as primary contact on the grant application.

RESPONSIBLE POSITION	STEP	ACTION TAKEN
UPON AWARD APPROVAL AND SRC RESOLUTION ACCEPTANCE		
GDS	1	Notify the grant-writing team (GPM, GBA, GCM, ORE evaluator, etc.) and convene a Grant Implementation Meeting.
Entire Grant Team	2	Perform a grant risk assessment and formal Grant Program Compliance Plan as detailed in *GP2400 Monitoring Grants Management and Compliance* and related procedure.

RESPONSIBLE POSITION	STEP	ACTION TAKEN
GDS	3	Edit the entry in the Grants Management Database to reflect the actual award information including making sure that any cost sharing or matching requirements are noted and the source of those costs, as determined during the budget process, is clearly identified.
GDS	4	File the OGD Red File in the "Active" drawer.
GBA	5	Arrange for the assignment of an ABC Code for the Grant.
GBA	6	Setup the award in the Advantage Financial System according to District Policy *GP0200 Grant Budgeting* and accompanying procedures.
ORE evaluator	7	Ensure creation of the evaluation instruments identified in the proposal. Help to identify outside evaluator if necessary.

Award Rejection

If a letter arrives announcing that the proposal has not been funded, the GDS will contact the funder and request the Reviewer's Comments and share this information with the Grant Team and OGD so that feedback can be incorporated into future applications and proposals.

RESPONSIBLE POSITION	STEP	ACTION TAKEN
		UPON AWARD REJECTION
GDS	1	Notify the grant-writing team (GPM, GBA, GCM, ORE evaluator, etc.)
GDS	2	Request the Reviewer's Comments and share with grant-writing team
GDS	3	Finalize the entry in the Grants Management Database
GDS	4	File the OGD Red File in the "Rejected" Drawer

Policy
- *GP0100: Grant Proposal, Development and Acceptance*

Definitions

Contacts
- *Office of Grant Development*

Frequently Asked Questions

Related Information
- *District or External grant writing workshops*
- *GP0100.3 SRC Resolution for Award Acceptance Procedures*
- *GP0200 Grant Budgeting*

History
Amended:
- Amended on 6/2/2015 for technical adjustments.

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