

Providence School District Grant Procedures:
School-Based Grant Applications

Providence School District has a clear and strict procedure governing school-based applications for all grant funding. The grant procedure is in place to help meet the following goals:

- (1) All grants submitted by Providence schools are competitive, fundable, and include carefully, accurately, and realistically planned and budgeted program design;
- (2) All grants submitted by Providence schools propose programs that are aligned to district goals and standards, conform to district policies, and include authorization and signatures from all relevant administrators and the SIT;
- (3) Schools are aware of and have the opportunity to utilize the services of the Providence School District Development Office, including technical and editorial assistance, budgeting assistance, and information about the procurement process for funded programs;
- (4) Providence School District is aware of all grant applications and awards and serves as a knowledgeable and helpful clearinghouse for programming, reporting, and fiscal management of grant funds.

The Requirements for Schools Seeking to Submit a Grant Application

Requirement One: *All pre-approval forms must be approved by the Providence School District Development Office and the Superintendent **four weeks before the grant deadline.***

All grant proposals must be pre-approved using PPSD's [*School-Based Pre-Approval Form*](#). This requirement provides a channel for schools to utilize the services of the Development Office to craft a fundable proposal, ensures that sufficient time is allotted for revisions, and ensures that the proposed programming is consistent with district goals and policies. ***PPSD will firmly adhere to this policy.***

Requirement Two: *All grants must receive district-level sign-off, regardless of the grant size or whether the funder requires a superintendent signature on the application.*

All grants, regardless of their terms, size, or scope, require district authorization. All grant funds that are awarded without district pre-approval will be returned to the funder. This strict requirement ensures that PPSD can maintain programming and fiscal accountability and helps ensure that all grant funded programs are consistent with the district strategic plan, employee contracts, and the district strategic plan. ***PPSD will firmly adhere to this policy.***

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For more information, please email grants@ppsd.org

Requirement Three: *All programs proposed for funding must align to the targets, goals, and activities set forth in the school's School Improvement Plan (SIP).*

The SIP is a document that spells out the improvement targets, goals and activities for each school year; grant funds can provide important resources to help schools reach those goals. Grant funds should not be used to support activities that are not related to the school's SIP.

Requirement Four: *Grant funds must be used to "supplement" existing programs or resources. They cannot be used to "supplant" existing funds.*

Grant funds can only be used to expand or create (also known as "supplement") new opportunities, programs, or resources for Providence schools, students and families. Grant funds **cannot** be used to cover the expenses of existing programs, nor can they replace money that has already been budgeted to support existing work (also known as "supplanting"). This means that grant funds cannot be used to cover the salary of existing staff, purchase materials or supplies that are usually financed through other means, or to pay for programs that are pre-existing and have other identified funding sources.

Requirement Five: *Grant funded programs must be self-sufficient. Schools cannot assign expenses to the Providence School district, including matching funds, without prior approval.*

Programs or activities that are proposed through a grant application should include sufficient funds to cover all aspects of the proposed program or project. This includes budgeting for sufficient staff time for project implementation and management, data collection and reporting requirements (as necessary). It also includes planning for necessary supplies, transportation, fees, and any other affiliated expenses. Any exception to this rule must be approved by the Development Office.

Many grant applications require schools or districts to contribute "matching funds". PPSD's Development Office can sometimes find matching funds to meet these requirements, but this process must be done in collaboration; schools cannot identify matching funds independently.

Requirement Six: *Schools may not apply for grants that involve more than one school or the entire district without explicit approval from the Development Office and the Superintendent.*

If you are interested in applying for a grant that involves more than one school, you **must** consult the Development Office and gain early approval. Staff members at individual schools are not authorized to apply for district-wide grants or grants that will affect multiple schools without initial district level approval.

The Process for Seeking Approval to Submit a Grant Application

The required process for schools to submit grant applications is described in detail below. Please refer to the attached flow chart for additional information.

Step 1: Submit a *Pre-approval Form* to the PSD Development Office four weeks before the deadline.

The [Pre-Approval Form](#) is a simple document that requests basic information about your grant proposal. Schools should not try to complete the entire proposal at this early stage. This *Intent Form* is intended only to help PPSD's Development Office provide preliminary approval and offer technical or editorial assistance and any data that schools may need to complete their application. Submission of the *Pre-approval Form* ***no less than four weeks prior to the grant deadline*** will ensure that everyone involved has sufficient time to craft a winning proposal that has been approved by the Development Office and the involved district offices. The *Pre-Approval Form* can be submitted in either hard copy or [electronically](#) (preferred).

Step 2: (Optional) Schools may request grant writing services from the Development Office.

The Development Office can serve a number of helpful roles to support schools' grantseeking efforts. Schools may request technical or editorial assistance, help with budgeting, or data that will improve the application. Please be aware that the amount of advanced notice that the Development Office is given about an opportunity will greatly determine its availability to support the writing of school-level grants. This office will do its best to provide as much support as possible.

Step 3: Submit a copy of the complete application to the Development Office 2 weeks before the deadline.

The Development Office will forward correspondence on the district's review of your pre-approval request to your principal and any other appointed contacts as soon as possible. Two weeks before the proposal is due, please submit a completed copy of your application to the Development Office for review.

A note about signatures:

- **Principal** – Your school principal's signature is required on the *Intent Form (Form A)*; Form A will not be reviewed without the Principal's signature.
- **Superintendent** - Only the Superintendent is authorized by the School Board to sign for PPSD. If the funder requires the Superintendent's signature, the Development Office will forward the proposal, once approved, to the Superintendent for signature. Submit your full proposal to the Development Office as quickly as possible to secure the Superintendent's signature. Please be aware that the Superintendent is often out of the building; signature requests made with less than one week notice are difficult or impossible to fulfill.

Step 4: School submits a finalized and signed proposal to the funder.

Each school is responsible for picking up their proposal from the Development Office, once signed by the appropriate central administration staff, and either mailing or hand-delivering their proposal to the funder directly. The Development Office will not forward proposals on a school's behalf unless otherwise specified.

Step 5: Schools are notified of the final status of their application.

Once a school hears from the funder about the final status of their proposal, they should inform the Development Office. The Development Office keeps a database of funding for the district and also can assist with implementation, budgeting, procurement and reporting once a project is funded. If the project is funded, please forward a copy of the award packet to the Development Office.

Development Office Contact Information

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