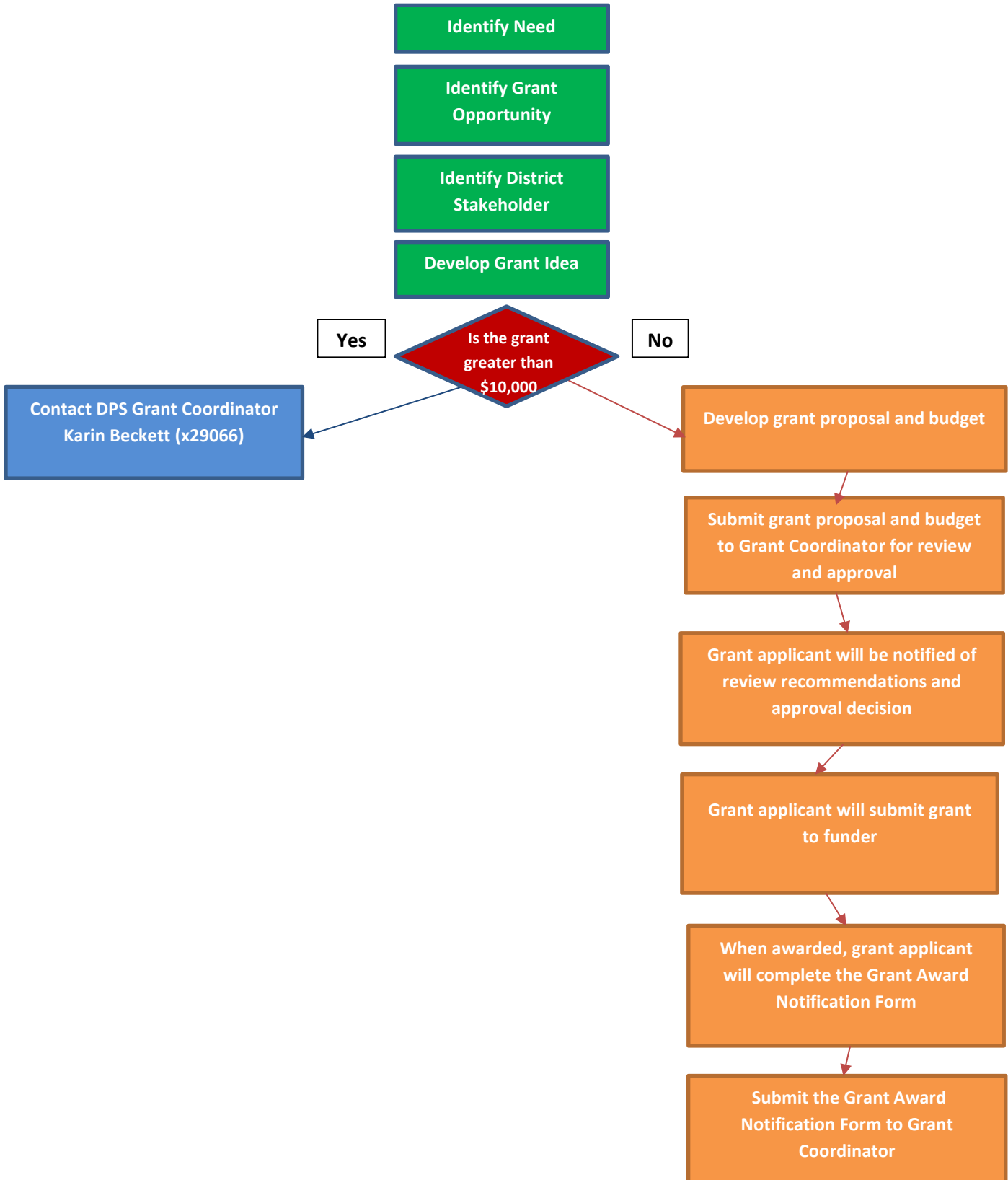


DPS GRANTS/LETTER OF SUPPORT PROCESS

Office of Chief of Staff

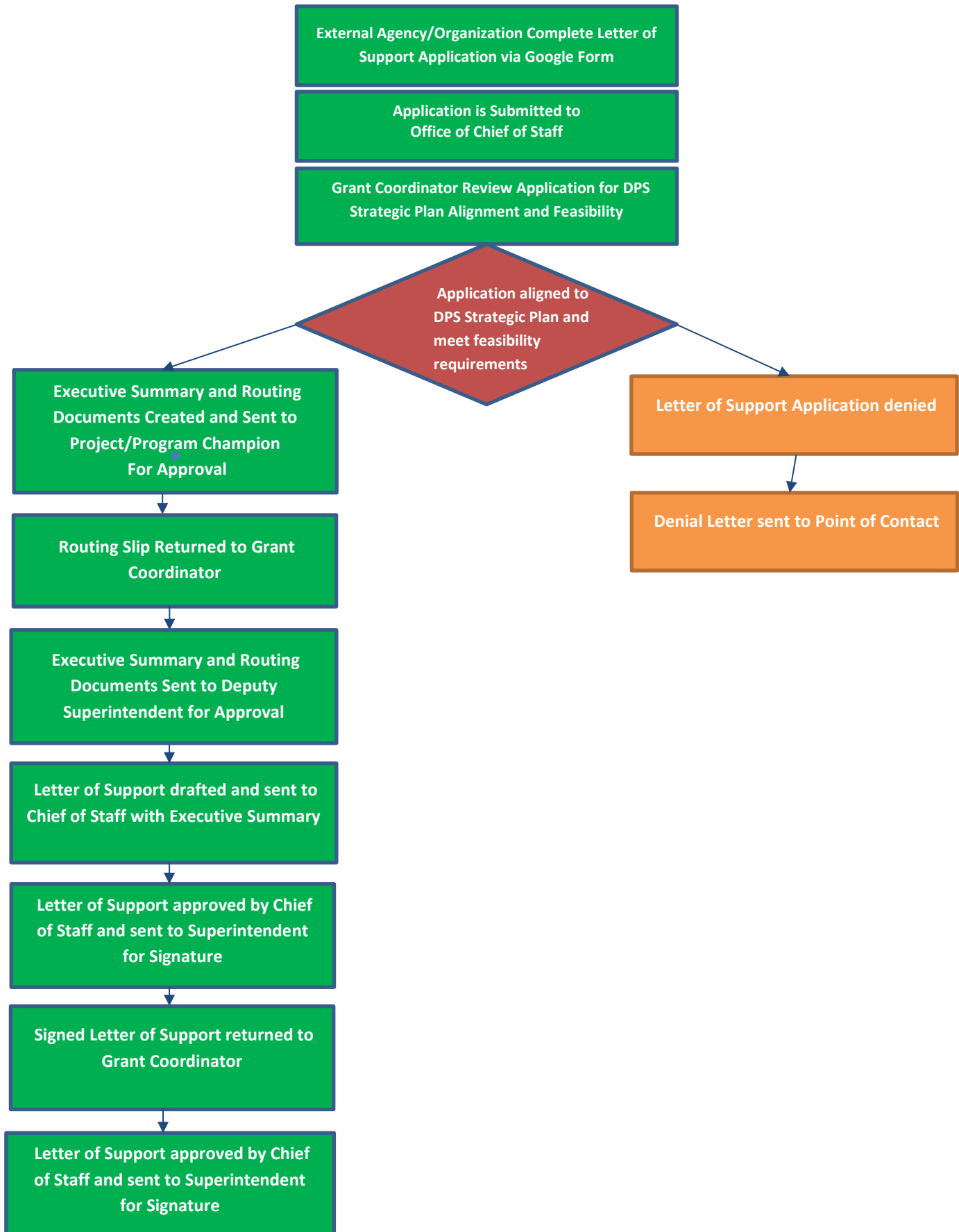


Grants Application
SCHOOL/DEPARTMENT GRANT APPROVAL PROCESS
2021-22



LETTER OF SUPPORT APPROVAL PROCESS

2020-21



DPS Internal Grants Process

(DPS receive funds)

All grant proposals over \$10,000 must be submitted to the Office of Chief of Staff for preapproval prior to submission to the grant funder. This requirement applies to all district and school-based grants (Grant where the District is the recipient of funds).

Pre-Approval Process - The preapproval process will ensure: 1) the project is consistent with District goals, objectives and program efforts; 2) the District has the capacity to accomplish proposed activities; and 3) the grant conditions and stipulations can be met without conflicting with policies of the Board or with State and Federal law. Additionally, in some cases, the district is allowed only one application under a grant competition and the review process will assist to prevent eligibility conflicts with internal and external applicants.

The Grant Committee – The Grant Committee is comprised of representatives from the following offices:

Budget and Finance	Principal Representative
Curriculum and Instruction	Research and Accountability
Human Resources	Operations
Information Technology	

The Grant Department will review all pending grants applications of \$10,000 before submission to funding agencies. Grants will be reviewed for clarity and compliance with District Board policy and administrative procedures, grant guidelines, and applicable state and federal regulations.

**Durham Public Schools
Office of Chief of Staff
Intent to Apply for Grant Funding (Over \$10,000)**

The Office of Chief of Staff must be notified of all grants and outside funding over \$10,000. Completed proposals must be on file and approved by the Office of Research and Accountability before submission.

Begin the approval process by completing this form and sending it to our office at 1817 Hamlin Road. **The form can also be faxed to 560-2066 or emailed to Karin.Beckett@dpsnc.net.** The form should be submitted to the Research and Accountability office at least **3 weeks** prior to the submission date. You will be contacted once your proposal has been approved.

Grant Writer:	
Grant Title:	
School/Department:	
Phone #:	
Email Address:	
Project Name:	
Funding Source	
Funding Organization:	
Funding Organization Website:	
Name of Grant:	
Project Overview	
Application Deadline:	
Amount of Request:	
Number of Funding Years:	
Estimated Project Budget	
Renewable Grant:	
Program/Project Information	
Which of the Strategic Plan Goals is this project aligned?	
What is the target population?	
List any programs, educational models, or software to be purchased by this grant?	

Will the funds be used at a single or multiple site(s)? List the sites.

Will the grant impact Human Resources, Operational Services, or Technology?

How will the project be evaluated?

How will the project be sustained after grant ends?

What are the allowable indirect costs?

Will DPS be required to provide matched funds?

Does the grant include professional development?

Approval Signatures

Principals Name (Printed)

Principals Name (Signed)

Date

Department Director (Printed)

Department Director (Signed)

Date

Director of Curriculum and Instruction *Date*

Director of Human Resources *Date*

Director of Information Technology *Date*

Director of Finance *Date*

Please submit this form to the Office of the Chief of Staff.

Email: Karin.beckett@dpsnc.net

Durham Public Schools
Office of Research and Accountability
Intent to Apply for Grant Funding (Less than \$10,000)

Begin the approval process by completing this form and sending it to the Office of the Chief of Staff. **The form can also be faxed to 560-2066 or emailed to Karin.Beckett@dpsnc.net.** The form should be submitted to the Office of the Chief of Staff at least **3 weeks** prior to the submission date. You will be contacted once your proposal has been approved.

Completed proposals must be on file and approved by the Office of Research and Accountability before submission

Grant Writer:	
Grant Title:	
School/Department:	
Phone #:	
Email Address:	
Project Name:	
Funding Source	
Funding Organization:	
Website:	
Name of Grant:	
Project Overview	
Application Deadline:	
Amount of Request:	
Number of Funding Years:	
Estimated Project Budget	
Renewable Grant:	
Project/Program Information	
Which of the Strategic Plan Goals is this project aligned?	
Describe Project:	
List any programs, educational models, or software to be purchased by this grant?	

Will the grant impact Human Resources, Operational Services, or Technology?

How will the project be evaluated?

How will the project be sustained after grant ends?

Approval Signatures

Principals Name (Printed) *Principals Name (Signed)* *Date*

Department Director (Printed) *Department Director (Signed)* *Date*

Director of Curriculum and Instruction *Date*

Director of Human Resources *Date*

Director of Information Technology *Date*

Director of Finance *Date*

**Please submit this form to the Office of the Chief of Staff.
Email: Karin.beckett@dpsnc.net**

**Durham Public Schools
Office of Research and Accountability
District Advisory Team's
Grant Consideration Rubric**

Grant name: _____

Funding Source: _____

Decision: _____ **Date:** _____

Consideration	Decision Basics	Relative Importance	Points Assigned (1 to 5=highest)
Aligned to DPS Strategic Plan			
Aligned to School Improvement Plan/Goals			
Administrative by-in and support			
Appropriate personnel			
Aligns with existing programs			
Aligns with other grants			
Aligns with student demographics			
Can be supported by District IT			
Can be supported by District TL			
Parent Support			
Community Support			
Sustainability			
Require Matching Funds			
Funding Probability			
Obligations of District			
TOTAL Points (Maximum Points = 75)			
*Less than 50pts. = Questionable More than 50pts + Check for Additional Requirements			

Additional Considerations

Consideration	Determination (Yes/No)
Does enough administrative support exist to make it worth pursuing?	
Can proposal be completed within the time frame allotted?	
Are signature requirements within the time frame allotted?	
Do the partnerships require too much time to develop compared to potential results?	
Are the reporting requirements too extensive?	
Are we required to conduct an evaluation?	
Do we have the capacity to conduct the evaluation?	
Funder Requires external evaluator?	
Can we sustain the program after the grant ends?	

Source: Adapted from Dysart Unified School District- Federal Grants Department

Grant Award Notification Form

Grantor Information	
Name:	
Address:	
Phone Number:	
Email Address:	
Website:	

Grant Information	
What will the grant be used for?	
Grant Amount:	

Grantee Information (School/Department Receiving Grantee)	
School/ Department:	
Principal/ Department Lead:	
Grant Champion:	

Note: Please attach a copy of the grant award letter to the Grant Notification Form and send to karin.beckett@dpsnc.net in the Office of the Chief of Staff.

DPS Letter of Support Process

**Durham Public Schools
Office of Research and Accountability
Letter of Support Application 2020-21**

Directions: Please complete letter of support application of and return to Karin Beckett, Title IX and Grant Procurement Coordinator at karin.beckett@dpsnc.net. Please allow a minimum of seven to ten business days for a review. You will be contacted with any questions and/or concerns as necessary.

Please Note: If the grant is awarded and has a data collection requirement, you will need to complete the Research Review Application for approval. A Data Use Agreement must also be signed at the start of the project, if student or staff information will be collected. Feel free to contact the Assistant Superintendent of Research and Accountability, Dr. Julie Spencer at (919) 560-2027 or via email at julie.spencer@dpsnc.net

Requesting Information

Organization Name	
Organization Primary Contact Name	
Organization Primary Contact Information <i>(Phone number and email address)</i>	
Requestor Name	
Requestor Contact Information <i>(Phone number and email Address)</i>	

Funder Information

Proposed Grant Funder	
Funder Grant Name	
Grant Deadline	
Grant Focus	

Grant Application Information

Grant Title	
Proposal Summary	
Strategic Plan Alignment <i>(Please be specific - How does this project align to DPS Strategic Plan?)</i>	
Estimated Project Budget	
Amount Requesting	
Will there be a decrease in funding in subsequent years if a multi-year grant? If so, how much? How will funding be supplemented when funding decreases?	

What are the indirect costs with the grant? <i>(Space, utilities, etc.)</i>	
Will you be able to support a 3% grants management administration fee as part of the overall grant budget for costs incurred by DPS?	
Grant Duration	
Sustainability of the project after the grant ends?	
Target Audience - <i>Please be specific</i>	
Target Schools	

DPS Administration

DPS Sponsors/ Champions	
Department	
Potential Benefits to the School/District	
Potential Risks to the School/District	

DPS Budget Implications

Budget Implications/Costs: <i>(What costs involved to the district?)</i>	
Will new personnel be needed for project? <i>(Explain)</i>	
Will you need transportation for students as part of the grant?	

Technology Implications

Will you be using technology or software as part of the grant?	
List any programs, educational models, software, or curriculums to be purchased with grant funds.	

Research Implications

Research and Data Needs: <i>(What data will you need to show effectiveness?)</i>	
How will progress be monitored and evaluated	
Will you be able to pay for fees related to costs incurred for data culling and retrieval?	

Curriculum and Instruction Implications

Will any professional development be included with the grant?	

Statement of Agreement (SOA) for Letters of Support 2020-2021

This Statement of Agreement for generating a potential letter of support, effective as of the ____ day of _____ 2020-2021 is entered into by Durham Public Schools (DPS) and _____ for the grant/research proposal entitled,_____.

For and in consideration of the mutual agreements contained herein, the parties hereby agree as follows:

I. Obligations of the Requestor

- a. Inform the district regarding the status of the grant/research proposal within two weeks of receiving notification.
- b. Set up an informational meeting with district personnel to discuss implementation of the grant/research project, including any data collection, and the voluntary nature of their participation.
- c. Submit a research application during the appropriate cycle window that aligns with the grant parameters outlined in development meetings with district personnel.
- d. When conducting research in schools, individuals shall abide by DPS standards of professional conduct and dress. Failure to do so will be cause for immediate termination of the grant/study and retraction of research approval.
- e. All researchers must sign and adhere to the DPS Data Sharing Agreement.
- f. Upon conclusion of the grant/research study, a final report will be submitted to the Coordinator of Grants and Research at no charge. A copy of the final report must be submitted within two months of final data collection. However, if a more formal report is to be released, the author shall provide DPS a formal copy at no charge. The researcher further agrees to release this report for use by DPS without remuneration.
- g. In exchange for the cooperation of DPS, the researcher agrees to present his/her results to the district's senior staff and other involved in the study at no cost to DPS.
- h. Be responsible for data collection and research application fees as incurred.
- i. Designate a percentage of grant/research funds for indirect costs, district/school staff, and other incidentals in the development and execution of the grant/research study.

II. Obligations of DPS Staff or Designee

- a. Review and fully understand all aspects of the grant/research proposal. Contact researcher or DPS Office of Research and Accountability for clarification if needed.
- b. Determine appropriateness of grant/research based on staff feedback, school culture, current research and/or intervention initiatives and any other pertinent factors.
- c. Abide by the DPS Data Sharing Agreement. Do not release any identifiable student data.
- d. Payments for any grants management fees must be paid prior to the implementation of the grant cycle within the district or selected schools.

III. Term. District approval shall be granted through the end of the school year in which the SOA was generated. All research must be completed by April 30.

IV. Termination for Convenience. DPS may terminate this Agreement immediately and at any time with or without providing written notice to the recipient.

V. Monetary Terms. DPS may not be required to fund, staff, or provide any other resources to support this research proposal.

- VI. Modifications.** Any modification to the terms set forth in this agreement shall nullify this agreement. Any modification in the approved research proposal shall nullify this agreement.
- VII. Compliance.** All research activities must abide by the Family Education Rights and Privacy Act (FERPA), DPS Board policies, and research proposal procedures. The researcher is aware of FERPA (1998 and 1996 Amendments) North Carolina G.S. § 115C or any other state or federal laws. All parties must abide the FERPA of 1998 and its 1996 amendments, as well as all portions of North Carolina G.S. § 115C that pertain to the use of education data and agree to uphold both the legal and ethical intentions of each. As such, the researcher will not use secure data without proper notification or in any way that is prohibited by state or federal law. The researcher understands that to violate these laws risks the withdrawal of U.S. Department of Education funds and constitutes a misdemeanor under North Carolina law.
- VIII. Corporate and For-Profit Research.** DPS does not participate in research that may be sold and/or marketed for profit.

_____	_____	_____
Primary Researcher	Signature	Date
_____	_____	_____
DPS Staff	Signature	Date
_____	_____	_____
DPS Research & Accountability	Staff Signature	Date