

**DFF-R Grants**

3/21/24

**RATIONALE/OBJECTIVE:**

The Cobb County School District (District) seeks to maximize its sources of revenue for the benefit of students, employees, and taxpayers.

**RULE:**

The District recognizes and appreciates that organizations and/or individuals may wish to award grants, contribute gifts, make donations or provide sponsorships to the schools in the District. The system reserves the right to determine if the grant, gift, donation, or sponsorship is appropriate and may reject those it deems inappropriate or unsuitable.

**A. GENERAL PROVISIONS:**

1. To be acceptable, a grant, gift, donation, or sponsorship must:
  - a. Have a purpose consistent with the beliefs/philosophy of the District;
  - b. Not bring undesirable or hidden costs to the District;
  - c. Place no undesirable restrictions on the Board of Education (Board);
  - d. Not be inappropriate or harmful to the best education of students;
  - e. Not imply endorsement of any business or product or belief; and
  - f. Not be in conflict with any Board Policy, Administrative Rule, state law, or District financial procedures.
2. In accepting any donations as items or services to the athletic programs of the District, the Superintendent or designee shall establish a valuation of the donation and may request from the donor a valuation or an accounting of actual costs incurred regarding the donation.
3. The Superintendent or designee also may set a valuation for donations to other programs as appropriate or required for accounting purposes.
4. The Superintendent is authorized to develop and implement additional administrative regulations to govern the acceptance of gifts, donations, grants, or bequests to the school system.

**B. GRANT APPLICATION:**

The District, including schools and District divisions, are encouraged to apply for competitive grant funding from sources including local, state, and federal government as well as non-governmental agencies and organizations. For the purpose of this Rule, competitive grants are defined as those grants that are awarded through an application process in which multiple grant applications are solicited through a grants notice or request for proposal.

**1. Office of Accountability, Research, and Grants:**

Employees considering applying for a grant in the amount of \$10,000 or more, and/or involves payroll, and/or has a state or federal ID should first contact the District's Office of Accountability, Research, and Grants for guidance and to ensure compliance with Administrative Rules related to the approval process.

**2. Required Compliance:**

- a. The District shall comply with all local, state, and federal rules and regulations concerning these grant programs.
- b. All grants applied for shall comply with Board Policy, District Administrative Rules and District procedures including, but not limited to, the following:
  - (1) Board Policy DB (Planning, Programming, Budgeting System);
  - (2) Board Policy DI (Accounting and Reporting);
  - (3) Board Policy CEB (Superintendent Duties);

- (4) Board Policy KB (Public Information Program);
- (5) Administrative Rule GBRG-R (Non-school Employment);
- (6) Administrative Rule GAKA-R (Reduction in Force)
- (7) Administrative Rule FEAE-R (Construction on District Property Funded by Others)
- c. Prior to submission of each competitive grant application with an award of \$10,000 or more, and/or involves payroll, and/or has a state or federal ID, participation in basic District Policies & Procedures for Grants training must be completed by submitting school staff and/or submitting/participating Central Office staff.
- d. An administrator must be selected to be responsible for following all grant guidelines, compliance requirements, and creating/managing the budget.

**C. DISTRICT APPROVAL:**

**1. Administrative:**

Prior to submission, all grant applications in the amount of \$10,000 or more, those that involve payroll, and/or have a state or federal ID shall have the approval of:

- a. The applicant’s principal, department head, and/or division head;
- b. Other District office personnel as appropriate;
- c. The Office of Accountability, Research and Grants; and
- d. Cabinet level staff and/or the Superintendent.

**2. Board:**

**a. Initial:**

The Superintendent and/or Board shall approve any grant that:

- (1) Requires a special appropriation from the General Fund prior to the acceptance of the grant’s funding; or
- (2) Specifically requires Board approval.

**b. Continuing:**

In subsequent years:

- (1) These funds shall be disclosed in the District’s annual budget in compliance with Board Policy DB (Planning, Programming, Budgeting System) requirements regarding non-recurring project funds; and
- (2) The continuing acquisition of these funds shall be based on Board approval of the annual budget.

**D. LEGAL REVIEW:**

Once a grant has been awarded, any required contract must be reviewed and approved by the Board Attorney, Superintendent and Board in compliance with Board Policy BBA (Board Powers and Responsibilities).

**E. MATCHING FUNDS:**

Any grant application which requires “Matching Funds” which are not currently budgeted must be presented to the Executive Cabinet for review and approval. It will be the determination of the Executive Cabinet to identify available matching funds and get approval from if necessary. This final decision will be made only AFTER a pre-award has been granted by the grantor.

**F. GRANT, GIFT AND DONATION EXPENDITURES:**

All grant, gift, and donation expenditures must follow District financial procedures.

**G. QUARTERLY REPORT OF COMPETITIVE GRANTS:**

Financial reporting for grants will be included in the Board Financial Report that is presented to the Board each quarter.

**H. BUDGETING OF COMPETITIVE GRANTS:**

Each fiscal year, the development of the original budget for competitive grants will be based upon the most recent Consolidated Application or competitive grant information. During the fiscal year, administration has the authorization to make budget changes to competitive grants and Other Funds, based on the need to match grant awards and available funding.

Adopted: 3/25/76  
Revised: 7/28/83; 8/8/84; 8/14/91  
Reclassified an Administrative Rule: 9/1/04  
Revised: 1/13/10; 3/14/12  
Revised and Re-coded: 6/28/12 (previously coded as Administrative Rule DDA)  
Revised: 7/3/14; 3/21/24

Legal Reference

O.C.G.A. 20-2-72	Code of Ethics for Local School Board Members
O.C.G.A. 20-2-74	Solicit and accept donations for educational purposes
O.C.G.A. 20-2-312	Gender equity in sports
O.C.G.A. 20-02-0064	Establishment of funds or trusts; purposes for which trust or fund may be expended
Ga. Constitution Art. 8, Sec. 5, Par. 6	Power of boards to accept bequests, donations, grants and transfers