

A group of diverse children, including boys and girls of various ethnicities, are smiling and hugging each other outdoors. The background shows a playground with colorful equipment and green trees. The image has a soft, warm glow.

# GRANT TRAINING

Grant Application Process  
New Grant Set Up Process  
Completing the GAN/Budget Form

# LIFE OF A GRANT

## Application

- Identify the Need
- Find a grant
- Submit Intent to Apply
- Application to Funder or DPS Foundation
- Receive Award Letter

## Management

- GAN form, Set-up Grant and Budget
- Grant Analyst / Grant Manager
- Routine Fiscal Meetings
- Billing (RFF)
- Spending & Reporting Requirements

## Close Award

- Sustainability Plan
- Evaluation of the Program's Success
- Close Out
- Performance & Financial Reporting
- Records Retention

# ROLES & RESPONSIBILITIES

## Roles & Responsibilities

### Grant Manager

- Monitor expenditures for allowability, reasonableness and compliance
- Prepare & submit all program performance reporting, if required
- Ensure no overspending

### Bookkeeper

- Properly code all expenditures with accurate accounts
- Correct all budget variances in timely manner and in compliance with the funder's requirements
- Monitor grant budgets on a monthly basis

### Financial Partner

- Provide financial and management support
- Prepare & submit requests for funds as required
- Complete AFRs and send to Grants Compliance and Reporting Analyst for approval
- Provide grant manager with budget performance reports and expense information
- Compile & analyze financial information

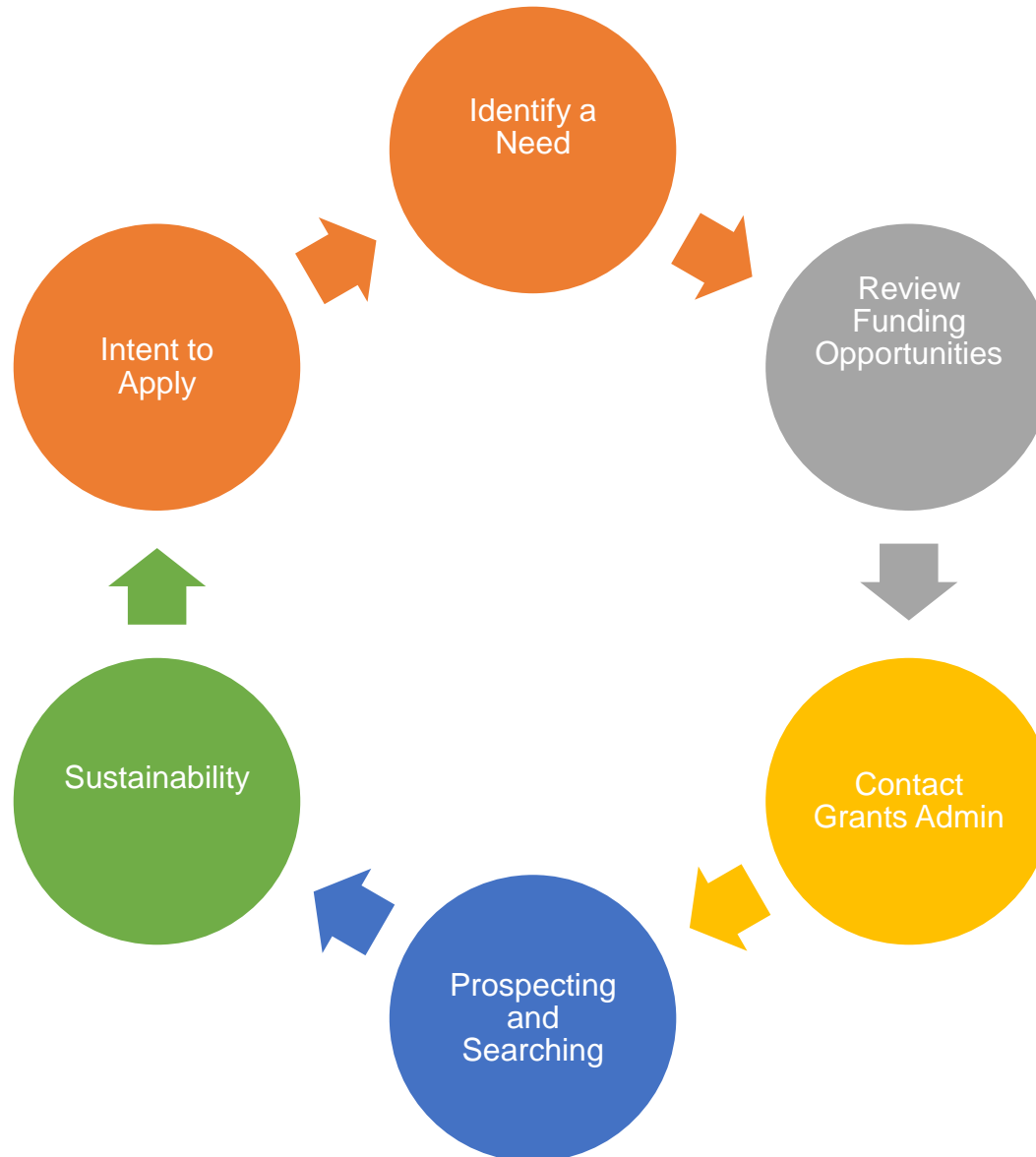


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# GRANT APPLICATION PROCESS

# FINDING FUNDING

Responsible Grant Team Members: Lora Langlee or Jeremiah Johnson



# FINDING FUNDING – CONT.

## **Identify a Need**

- Need must align with at least one of the Denver Plan Goals
  - ✓ Great School in Every Neighborhood
  - ✓ A Foundation for Success in School
  - ✓ Ready for College & Career
  - ✓ Support for the Whole Child
  - ✓ Close the Opportunity Gap
- If need greater than \$50,000, contact the DPS Foundation

## **Review Funding Opportunities**

- [Funding Opportunities](#) posted on The Commons

# FINDING FUNDING – CONT.

Responsible Grant Team Member: Lora Langlee

## Contact Grants Administration

- Prospecting and Searching – Let Grants Admin know what you're looking for. Search on your own also.
- DPS Foundation Do Not Solicit List (found on The Commons) – reach out to the Foundation if you find a grant sponsored by a funder on this list. Do not apply directly without permission from the Foundation

## Sustainability

- How will the project be continued once the grant funds are gone? Funders often want this addressed.
- If project is short-term, then sustainability is not a concern.

## Intent to Apply

- Google Form found on The Commons/Grants Administration Forms
- Keeps us from competing against ourselves; Grants Admin coordinates multiple applicants.
- Depending on amount, ITA is approved by Grants Admin or the school's IS.

# APPLICATION PROCESS

Responsible Grant Team Member: Lora Langlee

## BEST PRACTICES

- Once funding opportunity has been identified, submit ITA, refer questions to Grants Administration
- Individual with the “need” should write the grant – subject matter expert
- Grants Administration can assist with:
  - ✓ Reviewing the grant, align with RFP
  - ✓ Budget development
  - ✓ Tax information
  - ✓ Signatures
  - ✓ Supporting document
  - ✓ Coordinating multiple applicants
  - ✓ Ways to meet match requirements if applicable



# TYPES OF GRANTS

Type	Formula	Discretionary	Company	Grant #'s
Definition	Funds allocated based on number and type of students	A discretionary grant awards funds on the basis of a competitive process that best addresses the program requirements		
Federal	Title, IDEA, Medicaid, Headstart	<ul style="list-style-type: none"> <li>• Direct with a Federal Agency</li> <li>• Passed through the State</li> <li>• DPS is a sub grantee</li> </ul>	22	4000 - 9000
State	State categorical; such as: ELPA, READ act, and Gifted and Talented	<ul style="list-style-type: none"> <li>• Department of Education</li> <li>• Other agencies (i.e. Human Services)</li> </ul>	22	3000 - 3999
City and Local	n/a	<ul style="list-style-type: none"> <li>• City or County of Denver (i.e. Office of Economic Development)</li> </ul>	22	2000 - 2999
DPS Foundation and Private Foundations	n/a	<ul style="list-style-type: none"> <li>• Small awards to many schools</li> <li>• Awards &gt;\$50k from specific funders</li> </ul>	26	1000 – 1999
Higher Ed, Corporate and Private	n/a	<ul style="list-style-type: none"> <li>• Partnership with a college of university</li> <li>• Award directly with a company</li> <li>• Private donation</li> </ul>	26	1000 - 1999

# DONATIONS

- Donations (Not a grant but is an Activity)
  - Company 13 (Typically X110700LOC#)
  - No specific period of performance (no end date)
  - No reporting requirements to funder
  - May or may not have a specific purpose
  - See The Commons for additional help on how to determine if funds are a grant or a donation ([document](#))

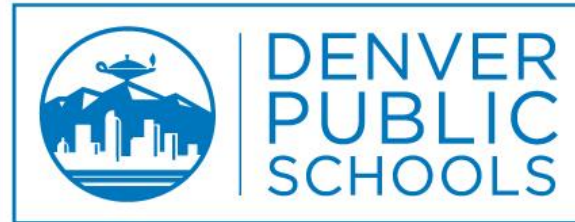
# ADDITIONAL RESOURCES

## The Commons

- Grant Guidance Manual
- Grant Guidelines & Job Aids
- Grant Forms
- Grant/Funding Opportunities
- Grant Admin Contact List

## **Budgeting Resources:**

- Mileage and Per Diem: Accounts Payable Forms  
<http://thecommons.dpsk12.org/Page/89>
- Substitute and Extra Duty pay rates can be found in the Budget Guidance Manual Department and School Support (Budget) Guidelines and Job Aids :  
<http://thecommons.dpsk12.org//site/Default.aspx?PageID=103>
- Indirect costs: Grants Admin Budget Guidance Manual  
<http://thecommons.dpsk12.org/Page/106>
- Hotel Costs, GSA Calculator (U.S. General Services Administration)  
<https://www.gsa.gov/travel/plan-book/per-diem-rates>



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# GRANT APPLICATION PROCESS

## Q & A



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# NEW GRANT SET UP PROCESS

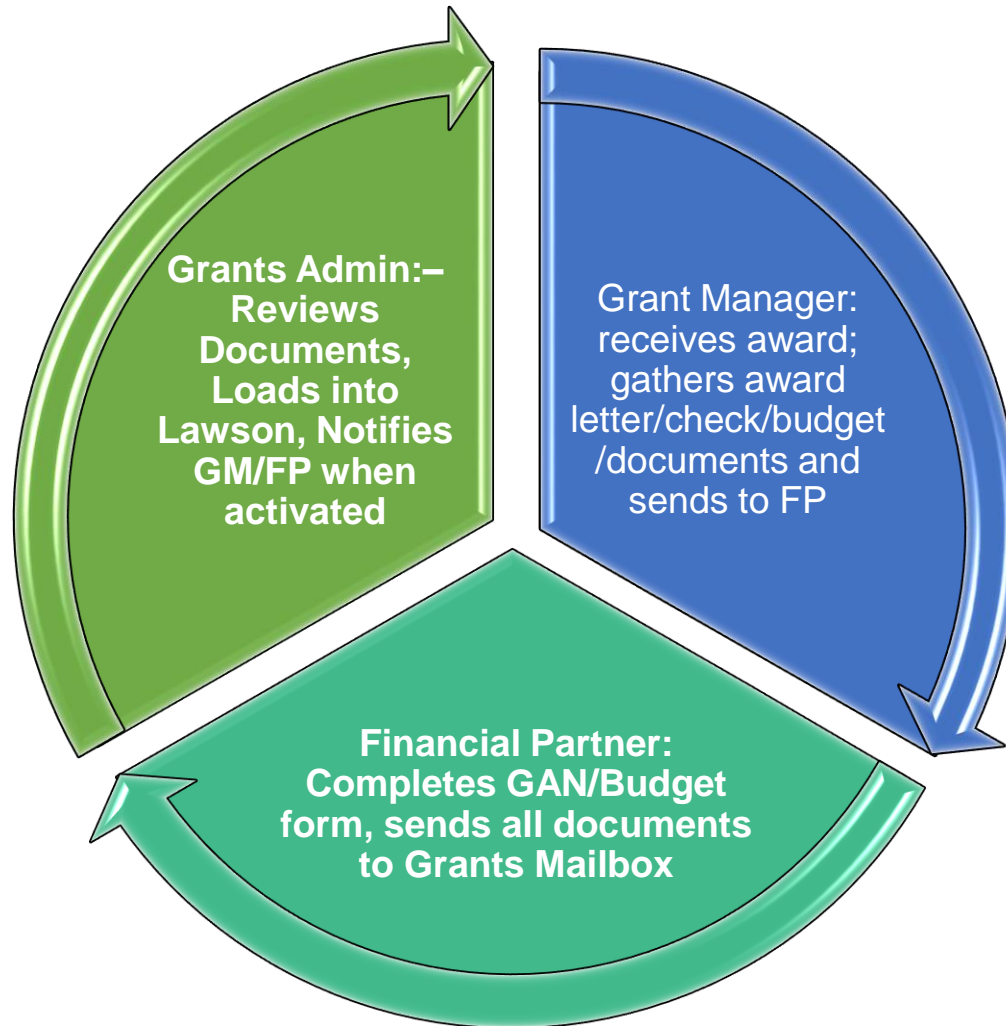
# INFORMATION REQUIRED

Responsible Grant Team Member: Lora Langlee

- **Award Letter**
  - Period of performance (start and end dates)
  - Reporting requirements
  - Purpose of the funding
  - Amount of award and how it will be received (reimbursement or upfront)
- **Check** (if pre-funded)
- **Grant Award Notification (GAN)**
  - Always pull most current version off The Commons
  - Grant Manager name & ID #
  - Bookkeeper
  - Financial Partner
  - Location # and BR
- **Budget**
  - FTE if full time employees budgeted
  - Benefits
  - Flex benefits (per bargaining unit)
  - IDC if allowable
- **Submit for Set Up**
  - Send all documents with the GAN/Budget to [grants@dspk12.org](mailto:grants@dspk12.org) (mail check to Lora's attn)
  - Set up notification email sent to GM, FP and Bookkeeper



# ROLES & RESPONSIBILITIES





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# COMPLETING THE GAN/BUDGET FORM



# AWARD INFO TAB

DPS Finance - Grant Award Set Up Form (updated - 2/28/18)

**Instructions**

1. Complete the 4 tables below
2. Complete the Grant Budget on the second tab - work with your SBA or Financial Partner for support
3. Email the completed form to Grants@dpsk12.org
4. Send any checks to Lora Langlee (EGC Campus - 11th floor) referencing the Grant Award Name

Table 1: Determine if funding is restricted (grant) or unrestricted (non-grant)	
1. Is the award from a City, State or Federal Agency?	
2. Has the funder designated a specific use for the funds?	
3. Has the funder designated a specific end date?	
4. Has the funder requested a final report of how the funds were spent?	
Analysis	ANSWER ALL 4 QUESTIONS ABOVE

Table 2: Grant Award Information	
Grant Award Name	
Total Award Amount	
Start Date	
End Date	
Funder	
Indirect Rate (Enter 0 if none)	

Table 3: Grant Management Information	
School/Dept Name	
Location	
BR	
Grant Manager's Name	
Grant Manager Employee ID #	
Bookkeeper's Name	
Financial Partner's Name	

Table 4: Grant Programmatic Objectives & Targeted Populations / Subjects	
Main Category	
Strategy/Implementation	
Primary Impact/Outcome	
Secondary Impact/Outcome (optional)	
Target Special Population(s) (select all that apply)	<input type="checkbox"/> Special Education <input type="checkbox"/> English Learners <input type="checkbox"/> Free & Reduced Lunch <input type="checkbox"/> School Wide <input type="checkbox"/> Homeless <input type="checkbox"/> Foster <input type="checkbox"/> Military <input type="checkbox"/> Migrant <input type="checkbox"/> Immigrant <input type="checkbox"/> Gift & Talented
Target Subject(s) (select all that apply)	<input type="checkbox"/> Math <input type="checkbox"/> Literacy <input type="checkbox"/> Science <input type="checkbox"/> General Education <input type="checkbox"/> STEM <input type="checkbox"/> STEAM <input type="checkbox"/> Before & After School <input type="checkbox"/> Not Applicable <input type="checkbox"/> Core Subjects <input type="checkbox"/> Art/Music/PE <input type="checkbox"/> Athletics

Table 5: General Comments (if needed), e.g., new program code needed

↓

Step 5:  
Complete the budget on the next worksheet

▶
1-Award Info
2-Grant Budget
⊕

Step 1:  
Answer these four questions to determine if grant

Step 2:  
Complete Grant Award information

Step 3:  
Complete Grant Management information

Step 4:  
Complete Grant Programmatic Objectives

New Section

# GRANT BUDGET TAB

Award	\$0
BR	0

**Instructions**

1. Enter account code information in columns B - E
2. Enter Budget by fiscal year in columns F - J & FTE in columns M - Q
3. Make sure that total budget entered equals the total award amount (cell K3 will equal \$0 and be green)

	FY18	FY19	FY20	FY21	FY22	Total
Total Budget	-	-	-	-	-	-
Total Award						-
Variance						-

Must = 0

Enter Account Code Information here

Enter Budget here

Enter FTE by Fiscal Year here

Account code information				Budget Amounts						FTE				
Location	Program	Account	Sub-Account	FY18	FY19	FY20	FY21	FY22	Full Award Total	FY18	FY19	FY20	FY21	FY22
									-					
									-					
									-					

Use dropdown

Very Important part of the account #, use dropdown

Enter acct. No dropdown

Use dropdown

Split budget over years covered in the POP dates

FTE required on all full-time salary accounts



# GRANT BUDGET TAB

[GAN/Budget Form](#)





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# GRANT SET UP AND COMPLETING THE GAN/BUDGET FORM

## Q & A

# GRANT TRAININGS

## GRANT TRAINING SESSION TWO – COMING SOON

- Helpful Lawson Screens
- Running Reports – BIS Reporting
- Grant Closeout