



Grant Application Guidelines

January 1, 2018

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I. Introduction and Purpose

This document outlines a standardized process for the identification and pursuit of grant funding opportunities across the Alexandria City Public Schools (ACPS). The utilization of a standardized process facilitates the identification of additional opportunities, and ensures that final grant applications are aligned with the division's strategic plan and are high quality.

Because the development and administration of grant funded programs uses resources from many ACPS departments, this standardized process applies a collaborative approach to the development of funding applications. Collaborating from the outset results in comprehensive planning, a well-developed application package, and strong grant programs.

A major priority of the Grants Office is to encourage and support teacher efforts to apply for grants. If teachers have any questions or need of support, they will receive top priority assistance. Teachers applying and winning grants is an affirmation of their professional commitment and development as an exemplary teacher.

II. Definition of a Grant

ACPS defines a grant as: *funding awarded in response to an application or proposal*. Once a grant is awarded and ACPS accepts the grant award, it becomes a contractual agreement. Specific grant requirements are explained in the application packet and award documentation. The grant recipient is legally bound to implement and deliver the project or program and adhere to the budget as described in the application. The grant recipient is also responsible for maintaining records and preparing programmatic and fiscal performance reports to be submitted to the grantor.

ACPS receives grants from federal, state and local government agencies, as well as private non-profit and for-profit organizations. The types of grants ACPS receives are both entitlement and competitive. Entitlement grants are federal or state formula grants that are usually distributed through the states. Formulas are typically generated based on census data, population, numbers of students, etc. Competitive grants are awarded based on the merit of the proposal. Competitive grants may be awarded by federal, state, local or private funders.

Additional grant-related definitions are included in the Glossary.

III. Grant Opportunity Information Gathering

The ACPS Grants Officer identifies potential funding opportunities relevant to ACPS activities, and shares that information with staff. Opportunities involve both public and private sector funding sources, a wide range of funding levels, and numerous topical areas, from construction, to curriculum, to extracurricular programming.

To identify potential opportunities, the Grants Officer:

Subscribes to online funding notification systems, newsletters and list serves, including:

- eCivis – Online grant research company

- Grants.gov
- Philanthropy News Digest
- Fundsnet Services

Monitors websites with funding information, including:

- US Department of Education
- Virginia Department of Education
- Grant Wrangler
- Teacherscount.org
- Tracking ACPS Teachers' Donors' Choose activity

Special Note – ACPS monitors teacher solicitations on *Donor's Choose* to be sure that supplies being sought – especially electronic supplies - comply with and conform to ACPS Instructional Technology guidelines. It is important for teachers to be reminded that all equipment and supplies acquired through Donors Choose or any other means of acquisition that uses the ACPS brand, belongs to ACPS. To do otherwise, places teachers at risk with the IRS. Moreover, as individuals, teachers are not a tax deductible organization and to raise funds or receive any equipment under such circumstances requires that they declare their acquisitions to the IRS as personal income. Online fundraising sites like GoFundMe are not supported by ACPS due to the lack of accountability on how funds are spent. Teachers must inform their building principal if they intend to apply for any grant or create an on-line web solicitation for funds – including Donor's Choose or any other grant mechanism.

IV. Grant Opportunity Information Sharing

Grant Opportunities are sought and shared with key ACPS teachers, administrators, and nonprofit partners as often as available.

Key information regarding each opportunity includes:

- Funding source
- Grant program name
- Hyperlink to grant website
- Grant application deadline
- Funding award
- Summary of grant program

The Grants Officer also maintains a grants calendar, which includes relevant grant application deadline.

V. Applying for a Grant

A. Identification of a Potential Grant Opportunity

If an ACPS staff member is interested in pursuing a specific funding opportunity, they must complete a *Preliminary Grant Opportunity Summary* form. This form (Attachment A), identifies the following information:

- Name of grant program

- Funding source
- CFDA# (Catalog of Federal Domestic Assistance) or identifying grant information
- Website
- Funding level
- Application deadline
- Match requirement
- Sustainability requirement
- Site/Location of services to be provided
- Potential project summary
- How proposed project supports ACPS Strategic Plan
- Name and contact information for ACPS staff submitting preliminary form
- Signature of principal or director

This completed form is submitted to the ACPS Grants Officer – gregory.tardieu@acps.k12.va.us

B. Funding opportunities of \$1,000 or less

1. If the funding opportunity will provide \$1,000 or less in financial support to one specific school, that opportunity may be pursued independently unless:

- The grantor is a federal or state agency
- A match is required
- Sustainability is required
- Superintendent Signature is required

In these cases, proposals or applications should be developed utilizing the steps identified for opportunities of greater than \$1,000 (*see C. Funding opportunities of greater than \$1,000*).

2. In cases that do not involve the above factors, schools may develop grant applications independently. Application submission must be approved by the Grants Officer. Please ensure the following steps occur:

- a) Principal approves proposed concept prior to drafting application
- b) Completed *Preliminary Grant Opportunity Summary* form submitted to Grants Officer
- c) Grants Officer or PTA support accessed if necessary (writing, budget development)
- d) Principal approves final application document
- e) Grants Officer approves final application document - please allow three business days for Grants Officer review
- f) Application submitted according to application requirements

The application review by the Grants Officer ensures that relevant information is shared across the division with regards to the proposed project, with particular respect to Strategic Plan alignment, information technology equipment, and human resources. The Grants Officer will facilitate coordination and communication among schools and departments regarding grant applications to leverage resources and avoid duplicative efforts.

If more than one ACPS department or school is interested in applying for the same funding opportunity, the Chief of Staff will determine which application(s) will be submitted based on ACPS Strategic Plan priorities.

The Grants Officer will maintain a grant application tracking spreadsheet that will include applications submitted independently by individual schools (*see Recordkeeping*).

C. Funding opportunities of greater than \$1,000

If the funding opportunity will provide more than \$1,000 in financial support to an individual school, multiple schools, or the division, the application must be developed in coordination with central office staff, utilizing the steps described below. This process also applies to funding opportunities of under \$1,000 for individual schools that are funded by a federal or state agency, or require a match, sustainability, or the superintendent's signature (as described above).

1. Principal or executive director approves proposed concept
2. Completed *Preliminary Grant Opportunity Summary* form submitted to Grants Officer
3. Grants Officer reviews *Preliminary Grant Opportunity Summary* form. Examines:
 - a) Eligibility requirements
 - b) Alignment with ACPS strategic plan
 - c) Match and/or sustainability requirements
 - d) Information technology involvement
 - e) Accountability involvement
 - f) Human resources involvement
 - g) Grant programmatic requirements
 - h) Grant budgetary requirements and restrictions
4. Grants Officer completes a *Detailed Grant Opportunity Summary* form (Attachment B). This form includes the information on the *Preliminary* form, as well as the following information:
 - a) Project period
 - b) Grant opportunity summary
 - c) Grant programmatic requirements
 - d) Grant budgetary requirements and restrictions
 - e) Any additional considerations
5. Grants Officer submits completed *Preliminary* and *Detailed* Summary forms to the Chief of Staff.

D. Decision to Pursue Grant Opportunity

Identify a Working Group: Upon approval, the Grants Officer and executive director or principal identify the application working group. This working group should include representatives from all departments and schools programs that will be impacted by the award of the grant, including the department under which the grant would be administered, school staff, finance, and accountability, as applicable. The working group may include external partners as appropriate.

Once the working group is identified, the following steps occur:

1. The Grants Officer schedules a meeting with the working group
2. The Grants Officer generates a grant application checklist and timeline
3. The Grants Officer distributes the funding announcement and *Preliminary and Detailed Opportunity Summary* forms to working group prior to meeting.
4. Working group meets

- a) Discussion of opportunity
 - i. Programmatic goals and requirements
 - ii. Proposed ACPS project and alignment with ACPS strategic plan
 - iii. Financial match and sustainability issues
 - iv. Budget restrictions
 - b) Decision regarding application - Go/No Go
 - c) If Go decision:
 - i. Working group identifies grant program manager/lead applicant
 - ii. Working group identifies points of contact for required components of the application (including letters of support)
 - iii. Working group reviews/modifies checklist and timeline for application development
 - iv. Grants Officer obtains approval to proceed from Chief of Staff
 - 1) Sends high level overview of opportunity and proposed project to Chief
 - 2) Attaches funding announcement and *Opportunity Summary* forms
 - 3) Identifies alignment with ACPS strategic plan
5. Approval from Chief of Staff is required to begin application development.

E. Application Development

1. Narrative Development
 - a) Lead applicant generates the program narrative in accordance with the grant announcement requirements.
 - b) Grants Officer is available to assist as necessary.
 - c) Accountability office provides input for proposed programs requiring outcome evaluations and/or data collection.
 - d) Human Resources office is consulted regarding job descriptions, personnel responsibilities and position classifications.
 - e) Technology Services office is consulted if technology or software is requested or proposed for purchase.
 - f) School Board approval is required if the grant will require a significant in-kind commitment or sustainability following the termination of grant funding. Grants Officer is responsible for providing the School Board with the required information to inform their decision.
 - g) Working group reviews provides comments to lead applicant.
2. Budget Development
 - a) Once a conceptual narrative is drafted, lead applicant, Grants Officer, and Budget staff work together to complete the required budget documents.
 - b) Working group reviews provides comments to lead applicant.
3. Letters of Support
 - a) Working group members contact potential partners regarding proposed project and letters of support.
 - b) Grants Officer drafts template for partners if necessary.
 - c) Potential partners submit original letters of support to Grants Officer.
4. Application Package
 - a) Lead applicant submits complete narrative, budget, and other accompanying documentation to Grants Officer.
 - b) Grant Applications must include instructions that the award must be made out to ACPS with check sent to Accounting Office. Requirements must be reviewed before submission.

- c) Grants Officer completes additional required certifications.

5. Review and Approval

- a) Grants Officer sends application package to Chief of Staff and Budget Analyst for review and approval.
- b) Grants Officer generates grant application approval memorandum (Attachment C) and submits the memorandum and the grant application package to the Chief of Staff for review and approval.
- c) Grants Officer submits application package and summary memorandum to Superintendent for final approval and signature.

F. Application Submission

1. The Grants Officer submits applications in accordance with grant announcement requirements.
2. Time for submission in person, via U.S. mail, or via express delivery service is planned for within the application development timeline.
3. If the application submission process is online, the Superintendent's signature on the summary approval memorandum constitutes the Signing authority which permits the Grants Officer to submit the application electronically.

If the grant requires School Board approval prior to submission, the draft application package will be provided to the Board, accompanied by a cover memorandum (Attachment D). If the grant does not require approval by the School Board prior to submission, summary quarterly reports will be provided to the Board regarding grant application activity (see *Board Notification* below). Full application packages will be provided for review upon request.

Recordkeeping

The Grants Officer will maintain an application tracking spreadsheet that includes the following information for each application package approved and submitted:

- Date submitted
- Project Summary
- Funder
- Grant Title
- Announcement number
- Competitive or entitlement
- ACPS project name
- Federal money (Y/ N)
- Funding requested
- Project period
- Match required
- Sustainability required
- Proposed grant program manager
- Partners
- Formal date of submission
- Award date (if applicable)

- Funding amount (if applicable)
- Award period (if applicable)
- Award number (if applicable)

In addition, the Grants Officer will maintain one hardcopy of each full application package submitted the associated funding announcement, and verification of submission.

Grant Applications must include instructions that the award must be made out to ACPS with check sent to Accounting Office. Requirements must be reviewed before submission. The Grants Officer will submit a copy of the final application documents to the lead applicant.

Board Notification of Application and Award Activity

The ACPS Chief of Staff will provide the School Board with quarterly written reports of grant application and award activity. These written summaries will include information regarding competitive and entitlement grant applications submitted and awarded. Summary information will include:

- Date submitted
- Project Summary
- Funding source
- Grant Title
- Competitive or Entitlement
- Amount requested
- Match required
- Sustainability required
- Award Date (if applicable)
- Funding amount (If applicable)
- Award period (if applicable)
- Interim and Final Reports reviewed and approved by Grants Officer.

The template for the quarterly report to the School Board is attached (Attachment F).

Glossary

501(c)(3) – Tax status conferred on non-profit, charitable organizations. These organizations are tax-exempt from federal taxes and state sales taxes, as are donations made to these organizations. ACPS does not have 501(c)(3) status.

Administrative Cost – The formal percentage rate set by the government for costs of operation that is not readily identifiable with a particular program or activity (commonly referred to as indirect cost - overhead).

Applicant – Individual or organization requesting a grant through a proposal or application

Audit – Detailed review of finances, programs, and administrative activities. Audits may result in fines and recommendations that require corrective action. ACPS grants may be audited by the ACPS Finance Office and external auditors, including government auditors conducting the Single Audit, or the granting agency.

Authorizing Official – The ACPS Superintendent, or designee, who holds ultimate fiscal and legal authority - is assuming responsibility for a grant program or project. This differs from the designated grant program manager who is responsible for the day-to-day administration of the grant.

Benefits – Benefits refer to employee benefits such as FICA, Medicare, health, dental, vision and retirement programs. Grants that support employee wages usually support the employer contributions for employee benefits. The ACPS Budget Office maintains benefit costs for the purposes of budget development.

Budget Plan – The financial plan for carrying out a project.

Carryover – The process by which certain grant funds approved for expenditure are, at the end the financial year, re-appropriated and put into the next fiscal year. Carryover may also refer to funds that are unexpended and uncommitted, but this is less common as many grants do not allow funds to be carried over from one grant period to the next.

Competitive grants – Grant applications that are funded based on the merit of the proposal (see discretionary grant).

Cooperative Agreement – An award similar to a grant, but in which the sponsor's staff may be actively involved in proposal preparation, and anticipates having substantial involvement in research activities once the award has been made.

Cost sharing - Funding an applicant is required to contribute towards project implementation (also known as matching funds). In some cases in-kind contributions can be considered matching funds. Matching funds typically require careful documentation.

Direct cost - Direct costs can be identified specifically with particular cost objectives such as a grant, contract, project, function or activity.

Discretionary Grant definition – Unlike a formula grant, a discretionary grant awards funds on the basis of a competitive process. The review process gives the grantor discretion to determine which applications best address the program requirements and are, therefore, most worthy of funding.

Education Department General Administrative Regulations (EDGAR) – US Code of Federal Regulations sections specifically governing all US Department of Education grant awards.

Entitlement grants - Federal formula grants that are usually distributed through the states. Formulas are typically generated based on census data, population, numbers of students, etc. (also known as formula grants).

Federal Insurance Contributions Act (FICA) - A federal payroll tax. This act mandates that an employer withhold a set percentage of an employee's salary each pay period and that the employer matches the employee's amount and contributes that money towards Social Security and Medicare funds. These employer contributions are typically considered employee benefits and should be included as such on grant applications.

Financial match - Funding an applicant is required to contribute towards project implementation (also known as cost-sharing). In some cases in-kind contributions can be considered matching funds. Matching funds typically require careful documentation.

Flow-through grant - A federal grant that passes through the state for distribution and administration to localities (also referred to as pass-through grant).

Formula Grant - Federal formula grants that are usually distributed through the states. Formulas are typically generated based on census data, population, numbers of students, etc. (also known as entitlement grants).

Gift - Something given without payment in return, typically unsolicited, usually with no binding legal contract.

Grant - A transfer of resources from grant maker to recipient by legal procedure.

Grant period - The specific project period for which funds have been awarded. This period may or may not match the ACPS fiscal year.

Grant Program Manager - The individual responsible for the day-to-day administration of a grant. The person who implements the grant award, monitors progress toward stated objectives, and ensures compliance with regulations and policies.

Grant Team - The team responsible for programmatic and financial compliance of funded grant applications. Includes Chief of Staff, Grants Officer, Grant Program Manager, ACPS finance staff, and identified ACPS program staff.

Grantee - The person or agency receiving grant funding.

Grant-funded position – Personnel positions funded by grants which end when the grant funding ends.

Grantor – The person or agency providing grant funding.

Grants Officer – The ACPS position that supports grant application development, as well as and grant administration and compliance.

Indirect cost – The formal percentage rate set by the government for costs of operations that are not readily identifiable with a particular program or activity (also referred to as administrative cost).

In-kind contribution – Either the amount of money the applicant will spend on the project, or the value of resources that will be donated to the project, such as the work performed by volunteers.

Lead applicant - ACPS staff member identified to take lead role in the development of the grant application package. Often times this person is the proposed Grant Program Manager in the application.

Letter of inquiry / Letter of intent - A brief letter outlining an organization's activities and its request for funding that is sent to a prospective donor in order to determine whether it would be appropriate to submit a full grant proposal. Many grant makers prefer to be contacted in this way before receiving a full proposal.

Letter of support - A letter signed by an authorized official expressing support of another organization's grant application or project. Letters of support committing ACPS resources must be signed by the Superintendent, or his/her designee.

Matching funds - The amount of money the applicant is required to contribute towards project implementation. In some cases in-kind contributions can be considered matching funds. Matching funds typically require careful documentation.

Memorandum of understanding (MOU) - A legal document outlining an agreement between parties concerning roles and responsibilities on specified project activities.

Notice of Funding Announcement (NOFA) - Grantor-issued document that announces and explains the types of projects that will be funded and the specific conditions under which this funding will take place (similar to request for proposal).

Official documents - Authorized or authoritative documentation that must be retained to be compliant.

OMEGA - OMEGA stands for *Online Management of Education Grant Awards* and is the Virginia Department of Education's automated grant reimbursement and application system.

Pass-through - A federal grant that passes through the state for distribution and administration

to localities (also referred to as flow-through grant).

Progress reports - Reports to grantor demonstrating progress toward project objectives and prepared as required by the grantor. These are typically programmatic in nature and may not include expenditure and budget reports. Specific grant provisions are described in application packets and award documents.

Ratify - To officially approve a contract, regulation, or other document.

Reimbursement - A financial process to receive compensation for eligible grant expenditures from grantor.

Reporting period - The period covered by the required programmatic or financial report.

Request for Applications (RFA) – Announcements that indicate the availability of funds for a special interest topic. Proposals submitted in response to RFAs generally result in the award of a grant. Specific grant announcements may be published in the Federal Register and/or specific sponsor publications.

Request for Proposal (RFP) - Grantor-issued document that announces and explains the types of projects that will be funded and the specific conditions under which this funding will take place.

Retention Period - The period of time that grants documentation must be maintained by the grantee before destroying.

Roles and responsibilities - The functions and obligations assumed by grant team members once the grant application is awarded.

Single Audit - The Single Audit is also known as the OMS A-133 audit. It is a rigorous, citywide audit of all federal awards made to any entity that expends \$750,000 or more of federal funding. The Single Audit is performed annually and provides assurance to the US government as to the management and use of federal funds by recipients. The audit encompasses both financial and compliance components.

Sub-award - An award of financial assistance made under an award by a recipient to an eligible sub-recipient or by a sub-recipient to a lower tier sub-recipient (also referred to as sub- grant).

Sub-grant - An award of financial assistance made under an award by a recipient to an eligible sub-recipient or by a sub-recipient to a lower tier sub-recipient (also referred to as sub-award).

Supplanting - Federal funds received by a grantee may only supplement the funds that would, in the absence of such federal funds, be made available from non-federal sources for the education of pupils. To use federal funds to replace non-federal funds is generally regarded as supplanting.

Sustainability - The maintenance of a program or project upon termination of grant funding.

Technology - For the purposes of grant applications, technology consists of network and computing resources, including software and hardware, as well as electronic equipment

Attachments

Attachment A: Preliminary Grant Opportunity Summary form

Attachment B: Detailed Grant Opportunity Summary form

Attachment C: Grant Application Approval Memorandum - Superintendent

Attachment D: Grant application informational memorandum - School Board

Attachment E: Sample Budget Spreadsheet and Personnel Cost Estimator

Attachment F: Report to the Board: Grant application and award activity template

Attachment A - Preliminary Grant Opportunity Summary

Date: _____

Name of Grant Program: _____

Name of Funder: _____

CFDA # or Identifier #: _____

Website: _____

Funding Amount: _____ **Match Requirement** _____

Application Deadline: _____

Sustainability Requirement: _____

Site/Location: _____

Potential Project Summary:

How proposed project supports ACPS Strategic Plan (include Strategic Plan goals addressed)

Information submitted by: _____

Name of Lead Applicant: _____

Title: _____

School Site: _____

Name of Authorizing Authority: _____

Signature of Authorizing Authority: _____

Attachment B - Detailed Grant Opportunity Summary

Date: _____

Application Deadline: _____

CFDA # or Identifier #: _____

Name of Grant Program: _____

Funder: _____

Location of Services to be provided: _____

Opportunity Summary:

Potential Project(s) and alignment with ACPS strategic plan

Budgetary Requirements: _____

List of Additional Considerations:

1.

2.

3.

4.

Attachment C - Grant Application Approval

MEMORANDUM

TO: Dr. Gregory Hutchings, Jr., Superintendent
Kurt Huffman, Director of Schools, Business, and Community Partnerships,

FROM: Dr. Greg Tardieu, Grants Officer

DATE: _____

RE: Grant application to _____

Attached please find the ACPS application for _____
in response to a request for applications from _____.

Summary information regarding the grant application is below:

Name of Grant Project:

Funder:

Funding Requested:

Project Period:

Match Required:

Application Deadline:

Grant Program Manager:

Project Summary:

Additional Information:

Does this proposal require modifications to existing building utilities, construction of new spaces, or impact existing buildings? Yes or No

Does this proposal require an FTE commitment of existing personnel? Yes or No

Attachment D - Grant Application Informational

MEMORANDUM

Date:

For ACTION _____

For INFORMATION _____

Board Agenda: Yes _____
No _____

FROM: Greg Tardieu, Ed.D.

Through: Kurt Huffman, Director of Schools, Business, and Community Partnerships

Through: Gregory Hutchings, Jr., Ed.D.

TO: The Honorable Ramee A Gentry, Chairman, and Members of the Alexandria City School Board

TOPIC: Grant application

BACKGROUND:

Attached please find the ACPS application for: _____

Summary information regarding the grant application is below:

Name of Grant Project:

Funder:

Funding Requested:

Project Period:

Match Required:

Sustainability Required:

Application Deadline:

Grant Program Manager:

Project Summary:

Additional Information:

Does this proposal require modifications to existing building utilities, construction of new spaces, or impact existing buildings? Yes No

Does this proposal require an FTE commitment of existing personnel? Yes No

Are there any actual or potential conflicts in accordance with the School Board's conflict of interest policy (BBFA)?
Yes No

Attachment E

Title - Sample Budget						
<u>Personnel</u>	<u>Description</u>	<u>Pay per Hour - includes FICA</u>	<u>Hours Per Week</u>	<u>Number of Weeks</u>	<u>Total Hours</u>	<u>Total Costs</u>
Director	Program Administrator	\$ 49.52	1	20	20	\$ 990.40
Staff	Counselor	\$ 49.52	3	20	60	\$ 2,971.20
Administrative Assistant	Office Support	\$ 22.31	2	20	40	\$ 892.40
Total Personnel						\$ 4,854.00

<u>Food</u>	<u>Description</u>	<u>Meal Costs</u>	<u>Number of meals/snacks</u>			<u>Total Costs</u>
Food	Water and Snacks for 25 @ 2 per month for 5 months	\$ 2.00	250			\$ 500.00
Total Food						\$ 500.00

<u>Transportation</u>	<u>Description</u>		<u>Saturday</u>			<u>Total Costs</u>
ACPS Transportation	School Bus - 2 buses for 5 days. \$155.64 per day = \$778.20.	\$ 778.20				\$ 778.20
Total ACPS Transportation						\$ 778.20

<u>Promotional Material</u>	<u>Description</u>					<u>Total Costs</u>
Promotional Material	Lanyards for all participants and staff (60) @ \$4	\$ 240.00				\$ 240.00
Promotional Material	String bags with student created Teen Titan Academy Logo (60) @ \$4/bag	\$ 240.00				\$ 240.00
Total Promotion						\$ 480.00

<u>Material/ Instructional Supplies</u>	<u>Description</u>					<u>Total Costs</u>
Material/ Instructional Supplies	Paper, marble notebooks, writing utensils for 50	\$ 125.00				\$ 125.00
Total Materials						\$ 125.00

Grand Total						\$ 6,737.20
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Title - Sample Budget						
<u>Personnel</u>	<u>Description</u>					<u>Total Costs</u>
<u>Food</u>	<u>Description</u>					<u>Total Costs</u>
<u>Transportation</u>	<u>Description</u>					<u>Total Costs</u>
<u>Promotional Material</u>	<u>Description</u>					<u>Total Costs</u>
<u>Material/ Instructional Supplies</u>	<u>Description</u>					<u>Total Costs</u>
<u>Grand Total</u>						

ACPS Personnel and Transportation Cost Estimator

All proposed budgets must be checked by either the ACPS Grants Officer or the ACPS Budget Analyst for accuracy prior to submitting a grant.

ACPS Teacher/Administrator:

Supplemental rate is $\$46.00 + \3.52 for FICA and Medicare (7.65%) = **\$49.52** per hour.

Alexandria City Public Schools Administrative Assistant:

Supplemental pay rate is $\$21.00 + \1.61 FICA (7.65%) = **\$22.61** per hour

Bus Transportation Personnel:

ACPS charges $\$22.31$ per hour for the driver plus .45% benefits (about $\$1.00$) = **\$23.31** per hour for the driver.

For the mileage costs – ACPS charges **\$1.56** a mile

Three sample Trips to King's Dominion:

An **8 hour** field trip is: $\$436.08$

$\$186.48$ for the driver

Round-trip of 160 miles X $\$1.56 = \249.60

Three sample Trips to Air and Space Museum:

An **8 hour** field trip is: $\$208.32$

$\$186.48$ for the driver

Round-trip of 14 miles X $\$1.56 = \21.84

Regular Bus Transportation – Example of two buses to and from Jefferson Houston

Each bus has a one hour trip in the morning and one hour in the afternoon for about 10 miles on each trip. One bus cost 23.31 per hour – so two buses cost $\$46.62$ in the morning and $\$46.62$ in the afternoon for a total of $\$93.24$ per day.

10 miles per bus in the morning = 20 miles and then another 20 miles in the afternoon = 40 miles X $\$1.56$ per mile = $\$62.40$ for total mileage.

Total cost of 2 buses for labor and mileage for one day is $\$93.24 + \$62.40 = \$155.64$ per day X 5 days = $\$778.20$ per week.

For Travel, use the per diem rates found on gsa.gov for hotel reimbursement.

ACPS policy does not allow for purchase of gift cards with operating or grant funds.

Attachment F - Grants Management Spreadsheet



ACPS Grant Management 2015

Grant	Amount Located and in the pipeline for Application	Amount Awarded	Purpose	Funding Agency	Status	Principal Manager	Notes/ Description	School Year
Sample Grant Foundation	\$35,000	\$35,000	Support Summertime Theater	DaVinci Foundation	Awarded	Tardieu	Grant application to support summertime Theater for secondary students.	2014-15