

**MEMORANDUM**

**RYS/2023-2024/M027  
October 2, 2023  
305-995-1958**

**TO:** Principals and District Administrators

**FROM:** Ron Y. Steiger, Chief Financial Officer  
Financial Services

**SUBJECT: SUBMISSION OF GRANT APPLICATIONS AND REPORTING OF GRANT AWARDS**

**Grant Submission.** All personnel are reminded to contact the Office of Grants Administration (OGA) at 305-995-1706 prior to generating any paperwork leading to the submission of a grant application. Working with OGA staff is critical to ensure districtwide coordination of grant submissions.

OGA staff will support the grant development process as follows:

- facilitate the development of grant proposal(s) that support the 2021-2026 Strategic Plan;
- develop letter(s) of commitment/support from the Superintendent, if appropriate;
- link the grant writer(s) with collaborative partners, if appropriate;
- provide the grant writer(s) with technical assistance including budget preparation;
- ensure District procedures are followed; and
- coordinate the grant submission process.

**Letters of Support.** All letters of support for grant applications, including with outside partnering agencies, must be approved and signed by the Superintendent. School or District personnel must contact OGA staff regarding all requests for letters of support for guidance and assistance. For more information and specific instructions, please visit <https://www.dadegetsgroups.net/letters-of-support->.

**Reporting of Grant Awards/Donations.** Grant awards and donations must be reported to the School Board. Pursuant to School Board Policy 6110 – Grant Funds, OGA must take all grant awards of \$250,000 and above to the Board for approval. Grant awards under \$250,000 must also be reported to the Board by OGA on a quarterly basis via memo.

In addition, pursuant to School Board Policy 7230 – Gifts To The School District, donations or gifts of money over \$50,000 must be approved by the Board prior to being accepted. All equipment that is donated or a gift with a value of greater than \$50,000, in aggregate, requires Board approval. Please see the chart on the next page for a summary with specifics on thresholds, Board Policies, approval and reporting requirements.

**Grant Agreements.** As per School Board Policy 7230, the Superintendent may accept gifts or donations of money, equipment, supplies, and materials on behalf of the School Board. The Superintendent may accept the terms and conditions of any such gift or donation as appropriate and shall have the discretion to accept or deny the gift or donation on the basis of those terms and conditions. As such, any grant agreements requested to be signed by any funder/donor must be forwarded to OGA in order to appropriately process for signature by the Superintendent or an authorized designee.

Kind of Grant or Gift	Board Policy	Approval Needed	Contact OGA?	Method for Board Reporting
Grant Award \$250,000 and above	SB Policy 6110	Board	Yes	OGA Board Item
Grant Award under \$250,000	SB Policy 6110	School Principal/Region	Yes	Quarterly OGA memo for grants under \$250,000
Donations or gifts (including in-kind) valued over \$50,000	SB Policy 7230	Board	Yes	OGA Board Item
Donations or gifts (including in-kind) valued between \$15,000 to \$50,000	SB Policy 7230	School Principal/Region	No	Not needed*
Donations or gifts (including in-kind) valued up to \$15,000	SB Policy 7230	School Principal	No	Not needed*
Mini-grants for Teachers; Scholarships/Fellowships	SB Policy 6110 & 7230	School Principal	No	Not needed*

*\*At the Superintendent's discretion, a gift or donation may be presented to or recognized by the Board (SB Policy 7230).*

Please share this information with members of your staff. Should you have any questions or need additional information, please contact Ms. Melissa A. Latus, Administrative Director, Office of Grants Administration, at 305-995-1706 or via e-mail at [mlatus@dadeschools.net](mailto:mlatus@dadeschools.net).

  
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cc: Dr. Jose L. Dotres  
 Superintendent's Cabinet  
 Superintendent's Senior Staff  
 OGA Staff