

MEMORANDUM

RS/2021-2022/M016
October 1, 2021
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 Office of Grants Administration (OGA) staff 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.dadegetsgrants.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 be reported to the Board on a quarterly basis.

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 with specifics on thresholds, Board Policies, approval and reporting requirements.

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 Latus, Administrative Director, Office of Grants Administration, at 305-995-1706 or via e-mail at mlatus@dadeschools.net.


_____ RS

RYS:mcp

cc: Mr. Alberto M. Carvalho
Superintendent's Cabinet
Superintendent's Senior Staff
Region Superintendents
OGA Staff