

<u>Section D:</u> Fiscal Management	Knox County Board of Education Policy			
	Grants Management	Descriptor Term:	Descriptor Code:	Issued:
			D-270	10/09
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	12/16	8/15		

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GENERAL GRANT MANAGEMENT

T.C.A. §49-2-203(b)(15) grants the power to the Board of Education to apply for and receive grants for educational purposes. It is the policy of the Knox County Board of Education to accept both competitive and formula grant awards that assist the Knox County Schools in meeting the academic needs of students and the district’s strategic goals and objectives via resolutions of the Board of Education.

Typically, a “grant” refers to financial resources that are awarded to the Knox County Schools, or to a department, school or individual within the school district (hereinafter the “grantee”), based upon a request or application for funding. Grant awards are usually designated for specific purposes and are generally accompanied by a statement of terms and conditions that guide the grantee in the use of these funds. The award documentation will frequently include a written description of the approved program, a line-item budget, a statement of the specific terms and conditions of the award, and/or information on how funding under the award can be accessed by the grantee. In accepting the award, the Knox County Board of Education incurs obligations and responsibilities to expend the grant funds in accordance to the stated purposes and conditions of the award.

Before grant funds are requested, regardless of the dollar amount or the type of grant, it must be determined by the Board of Education that the grant will benefit the Knox County Schools, and that it meets all of the following conditions:

1. The grant program and requirements must be aligned with the mission, vision, goals and strategic plan of the Knox County Schools.
2. The grant program and requirements must be consistent with the Improvement Plan, goals and priorities of the individual school or department where the funding will be expended.
3. The grant program and requirements must seek to enhance the quality of instruction, increase the efficacy of student learning, and/or support the effective education of children in Knox County.
4. The grant program and requirements must not carry any conditions that would divert school or district efforts or resources away from the district's mission and strategic priorities.
5. The grant program and requirements must be in compliance with all Board of Education policies and the Knox County Schools administrative procedures.

GRANT APPLICATIONS

The Knox County Board of Education shall apply for or otherwise request grant funds that the BOE deems beneficial to advancing the educational mission of the Knox County Schools. The Director of Schools will develop administrative procedures and protocols to ensure that applications for grant funding

1 submitted to the BOE are appropriate, timely, fair, and in the best interests of the Knox County Schools.
2 Such requests for grants for fifty thousand dollars (\$50,000.00) or less may be approved both as to
3 application and receipt, by a resolution of the Board of Education with all such grants listed.
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5 **FORMULA OR "ENTITLEMENT" GRANTS**

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7 Applications for major formula grants, such as the funds the Knox County Schools annually request from
8 the federal government under the Elementary and Secondary Schools Act (ESEA) and the Individuals
9 with Disabilities Education Act (IDEA), will be developed by the specified grant manager in collaboration
10 with the KCS curriculum and instruction, accountability, and finance departments. The formula grant
11 manager shall develop these grant applications in a timely manner, so as to allow the Board of Education
12 to act upon the request prior to its submission to state and federal authorities.
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14 In instances where such grant application time line may preclude or limit the ability of the Board of
15 Education to act within a deadline imposed by the grant provisions, the Executive Committee of the Board
16 of Education shall have authority to make the application. Upon an award of the grant by the grantor, it
17 may not be accepted or funds obligated until the Board of Education approves receipt of the grant and the
18 budget for the grant by resolution.
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20 **RECEIPT OF GRANT AWARDS**

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22 The Knox County Board of Education shall approve and have the sole authority to accept receipt of grant
23 awards.
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25 Grant awards must be approved by the Board of Education and the Knox County Commission before the
26 district or other grantee may accept and obligate funds under the award.
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28 Once the Board of Education accepts the award, the Director of Schools will have the decision-making
29 authority to manage the award in accordance with the terms and conditions of the executed agreement.
30 The Director of Schools will establish procedures for the administration and management of all grant
31 awards and report same to the BOE.
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33 Any Knox County Schools employee who applies for a grant in any amount must follow the
34 administrative procedures pertaining to grants management. Any questions about these procedures should
35 be referred to the Knox County Schools grant manager.
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45 Approved as to Legal Form
46 By Knox County Law Director 6/23/2015
47 /David L. Buuck/Chief Deputy Law Director
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