

**ADMINISTRATIVE  
DIRECTIVE**

<b>Administrative Directive Title:</b> <b>Grants Management</b>	<b>AD Number:</b> <b>2.400.2</b>	<b>Adopted:</b> May 2001 <b>Former Descriptor:</b> FM5
<b>Policy References:</b> <a href="#">Board Policy 2.400</a> – Revenues	<b>Revised:</b> 11/24; 7/21; 7/19; 11/18; 2/14; 4/12	

1 A grant is a monetary award or award of goods made in support of a specific project or purpose,  
 2 subject to significant terms and conditions required by the funder. Usually, an application or  
 3 proposal is required in order to receive the funds, and awards are made based on the funder’s  
 4 review of the application/proposal. The grant recipient is required to use the funds in  
 5 accordance with the plan detailed in the approved application/proposal, and in compliance with  
 6 rules and regulations associated with the award. Usually, detailed reports to the funder on how  
 7 the grant was used are required.

8 Murfreesboro City Schools encourages its staff to develop proposals for external grants for  
 9 specific projects on the district’s behalf or through collaborations with external agencies, with  
 10 the purpose of supporting the District’s educational mission. The district seeks to ensure that  
 11 grant-seeking activities receive effective support, guidance, and coordination from district  
 12 administration.

13 **Pre-Application Requirements**

14 Before applying for a grant, the grant applicant should work with their school principal or  
 15 supervisor to determine that there is support and need for the grant award and that the grant  
 16 aligns with the Murfreesboro City Schools mission and strategic plan. With supervisor  
 17 approval, an employee can then submit the “Grant Pre-Application and Approval” Form to the  
 18 Communications Director and Director of Finance.

19 **Board of Education Approval**

20 Grant applicants must notify the Communications Director and Finance Director as soon as  
 21 they receive notice of award for a grant, so that the grant award may be submitted for Board  
 22 approval. If the grant requires the execution of a grant contract or agreement, the agreement  
 23 must first be reviewed by the Assistant City Attorney assigned to Murfreesboro City Schools.  
 24 Grants over twenty-five thousand dollars (\$25,000.00) or grants requiring additional staffing  
 25 or expenditure by the district will require Board approval. A copy of the grant application,  
 26 inclusive of the budget and budget narrative, will be submitted to the Board for review and  
 27 approval. Grant awards that are less than fifty thousand dollars (\$50,000.00) will be included  
 28 on the consent agenda and grant awards that are greater than fifty thousand dollars  
 29 (\$50,000.00) will be submitted as individual agenda items.

30 A grant is considered approved after it has been accepted by the Board of Education. The grant  
 31 applicant may not begin to implement the grant until it has been approved.

32 **Post-Award Accountability**

33 Grant recipients must adhere to all of the grant funder’s stipulations and related Board policies.  
34 Awarded grant funds, and/or products awarded or purchased using grant funds, become the  
35 property of the school and/or district and should remain in inventory unless the grantor directs  
36 otherwise. If a teacher is awarded a grant for a program at a specific school, the grant program  
37 and materials purchased with grant funds will remain at the school. If a teacher is awarded a  
38 grant for general materials that will move with the teacher to another school within the MCS  
39 school district, the materials may transfer with the teacher. A principal may make exceptions  
40 to this procedure on a case-by-case basis. Fixtures that are purchased and installed at the school  
41 with grant funding may not be transferred. For the purposes of this procedure, fixtures are  
42 items that are physically or permanently affixed to the school building or grounds that cannot  
43 be easily removed.

44 All funding must be expended as stated in the grant’s approved budget and budget narrative  
45 within the timeframe of the grant as awarded. Expenditures or changes may not be made  
46 outside of the scope of the awarded grant until written approval for the change is received from  
47 the grantor. For federal and State grants, a copy of the written approval by the grantor for the  
48 change must be provided to the Finance Department.  
49

50 For accountability purposes, it is imperative that the grant applicant:

- 51 1. Ensures that grantor deadlines for reports are met;
- 52 2. Submits copies of any final reports to the Finance Department;
- 53 3. Maintains all programmatic documentation in an organized and easily accessible file  
54 to respond to requests and/or audits. These documents should be retained for a period  
55 of at least seven (7) years following the grant end date or longer if required by the grant  
56 award.

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Legal References

*Tennessee Internal School Funds Manual, Section 4-39*



# GRANT PRE-APPLICATION AND APPROVAL FORM

Pursuant to AD 2.400.2, prior approval is required by the Communication Director and Finance Director **prior to submitting a grant application**. Please complete the following application and e-mail to [lisa.trail@cityschools.net](mailto:lisa.trail@cityschools.net) and [daniel.owens@cityschools.net](mailto:daniel.owens@cityschools.net). **The grant application with budget form and assurances must be attached to this document.**

**Requestor Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

## PROJECT INFORMATION

**Project Title/Grant Name:** \_\_\_\_\_

**Funding Agency:** \_\_\_\_\_

**Grant Application Deadline:** \_\_\_\_\_ **Project Period:** \_\_\_\_\_

**Grant Amount:** \_\_\_\_\_ **Will items/materials be received?**  Yes  No

**Are matching funds required?**  Yes  No **If yes, list amount:** \_\_\_\_\_

**School(s)/Grade(s) Served:** \_\_\_\_\_

**Brief description of activities funded by the grant:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Are new or additional positions required by the grant?**  Yes  No  Unsure

**If yes, explain:** \_\_\_\_\_

**Does the grant have any equipment/facility requirements?**  Yes  No  Unsure

**If yes, explain:** \_\_\_\_\_

**Does the grant activity require student transportation?**  Yes  No  Unsure

**If yes, explain:** \_\_\_\_\_

**Will MCS be required to continue activities after grant funds expire?**  Yes  No

**If yes, for how long?** \_\_\_\_\_ **Anticipated source of funds to sustain project:** \_\_\_\_\_

Project Director and Other Key Personnel		
Name	Title	E-mail

My signature below confirms that I have reviewed Administrative Directive 2.400.2 and Board Policy 2.400, and I understand the requirements of grant funding requestors.

Requestor Signature \_\_\_\_\_ Date Submitted \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ Date Approved \_\_\_\_\_

Finance Director Signature \_\_\_\_\_ Date Approved \_\_\_\_\_ Communications Director Signature \_\_\_\_\_ Date Approved \_\_\_\_\_