

## Middletown Public Schools Academic & Technology Grant & Donation Procedures

*The Grant & Donation Application Procedure & Guidelines are provided by the MPS Academic & Technology Services Department / Office of the Superintendent. They are expected to be followed when grant applications will be submitted or when donations are being considered for anything involving Academics (curriculum, assessment, instruction) and Technology. The intent form will also need to be completed and submitted to the Office of the Assistant Superintendent for approval.*

Middletown Public Schools Academic & Technology Services Department has a clear and strict procedure governing school-based applications for all grant funding and donation. The grant/donation procedure is in place to help meet the following goals:

- (1) All grants submitted and/or donations accepted by Middletown Public Schools are competitive, fundable, and include carefully, accurately, and realistically planned and budgeted program design.
- (2) All grants submitted and/or donations accepted by Middletown Public Schools propose programs that are aligned to district goals and standards, conform to district policies, and include authorization and signatures from all relevant administrators.
- (3) Schools / staff members are aware of and have the opportunity to utilize the services of the Academic & Technology Services Office, including technology planning and purchasing, budgeting assistance, and information about the procurement process for funded programs.
- (4) Middletown Public Schools is aware of all grant applications/awards and donations and serves as a knowledgeable and helpful clearinghouse for programming, reporting, and fiscal management of grant funds.

---

### The Requirements for Schools Seeking to Submit a Grant Application and/or Accepting a Donation

*Requirement One: All proposals must be approved by the Middletown Public Schools Assistant Superintendent's Office four weeks before the grant deadline*

All grant proposals must be pre-approved using Middletown Public Schools Assistant Superintendent's Office Intent Form. This requirement provides a channel for schools to utilize the services of the Middletown Public Schools Assistant Superintendent's Office to craft a fundable proposal, ensures that sufficient time is allotted for revisions, and ensures that the proposed programming is consistent with district goals and policies. Middletown Public Schools Assistant Superintendent's Office **will firmly adhere to these guidelines**.

All grants, regardless of their terms, size, or scope, require district authorization. All grant funds that are awarded without district pre-approval will be returned to the funder. This strict requirement ensures that Middletown Public Schools can maintain programming and fiscal accountability and helps ensure that all grant funded programs are consistent with the school improvement plans, employee contracts, and the district strategic plan. Middletown Public Schools Assistant Superintendent's Office **will firmly adhere to this guideline**.

Middletown Public Schools Academic & Technology Services  
Intent & Pre-Approval Form & Guidelines for Grants & Donations

---

***Requirement Three:*** All programs proposed for funding must align to the targets, goals, and activities set forth in the school's school improvement team plan and the district's strategic plan.

These plans spell out the improvement targets, goals and activities for each school year; grant funds can provide important resources to help schools reach those goals. Grant funds should not be used to support activities that are not related to these plans.

***Requirement Four:*** Grant funds must be used to “supplement” existing programs or resources. They cannot be used to “supplant” existing funds.

Grant funds can only be used to expand or create (also known as “supplement”) new opportunities, programs, or resources for Middletown schools, students and families. Grant funds **cannot** be used to cover the expenses of existing programs, nor can they replace money that has already been budgeted to support existing work (also known as “supplanting”). This means that grant funds cannot be used to cover the salary of existing staff, purchase materials or supplies that are usually financed through other means, or to pay for programs that are pre-existing and have other identified funding sources.

***Requirement Five:*** Grant funded programs must be self-sufficient. Schools / staff members cannot assign expenses to the Middletown Public Schools, including matching funds, without prior approval.

Programs or activities that are proposed through a grant application should include sufficient funds to cover all aspects of the proposed program or project. This includes budgeting for sufficient staff time for project implementation and management, data collection and reporting requirements (as necessary). It also includes planning for necessary supplies, transportation, fees, and any other affiliated expenses. Any exception to this rule must be approved by the Middletown Public Schools Assistant Superintendent's Office.

Many grant applications require schools or districts to contribute “matching funds”. Middletown Public Schools Assistant Superintendent's Office can sometimes find matching funds to meet these requirements, but this process must be done in collaboration; schools cannot identify matching funds independently.

***Requirement Six:*** Schools / staff members may not apply for grants that involve more than one school or the entire district without explicit approval from the Middletown Public Schools Assistant Superintendent's Office.

If you are interested in applying for a grant that involves more than one school, you **must** consult the Middletown Public Schools Assistant Superintendent's Office and gain early approval. Staff members at individual schools are not authorized to apply for district-wide grants or grants that will affect multiple schools without initial district level approval.

Middletown Public Schools Academic & Technology Services  
Intent & Pre-Approval Form & Guidelines for Grants & Donations

---

**The Process for Seeking Approval to Submit a Grant Application**

The required process for schools to submit grant applications is described in detail below.

**Step 1: Submit an *Intent Form* to the Middletown Public Schools Assistant Superintendent's Office four weeks before the deadline.**

The *Intent Form* is a simple three page document that requests basic information about your grant proposal. Schools / staff members should not try to complete the entire proposal at this early stage. This *Intent Form* is intended only to help Middletown Public Schools Assistant Superintendent's Office provide preliminary approval and offer technical or editorial assistance and any data that schools may need to complete their application. Submission of the *Intent Form* ***no less than four weeks prior to the grant deadline*** will ensure that everyone involved has sufficient time to craft a winning proposal that has been approved by the Middletown Public Schools Assistant Superintendent's Office. The *Intent Form*, can be submitted in either hard copy or electronically.

**Step 2: (Optional) Schools may request grant writing services from the Middletown Public Schools Assistant Superintendent's Office.**

The Middletown Public Schools Assistant Superintendent's Office can serve a number of helpful roles to support schools' grant seeking efforts. Schools / staff members may request technical or editorial assistance, help with budgeting, or data that will improve the application. Please be aware that the *Middletown Public Schools Assistant Superintendent's Office* is rarely able to write the grants for schools, but does its best to provide as much support as possible.

**Step 3: Submit a copy of the complete application to the Middletown Public Schools Assistant Superintendent's Office 2 weeks before the deadline.**

The Middletown Public Schools Assistant Superintendent's Office will forward correspondence on the district's review of your pre-approval request to your principal and any other appointed contacts as soon as possible. Two weeks before the proposal is due, please submit a completed copy of your application to the Middletown Public Schools Assistant Superintendent's Office for review.

**A note about signatures:**

- **Principal** – Your school principal's signature is required on the *Intent Form*; Form A will not be reviewed without the Principal's signature. (An email from your principal is allowed as well.)
- **Assistant Superintendent** -If the funder requires the Superintendent's signature, the Middletown Public Schools Assistant Superintendent's Office will forward the proposal, once approved, to the Superintendent for signature. Submit your full proposal to the Middletown Public Schools Assistant Superintendent's Office as quickly as possible to secure the Superintendent's signature. Please be aware that the Superintendent may be out of the building; signature requests made with less than one week notice are difficult or impossible to fulfill.

**Step 4: School submits a finalized and signed proposal to the funder.**

Each school is responsible for picking up their proposal from the Middletown Public Schools Assistant Superintendent's Office, once signed by the appropriate central administration staff, and either mailing or hand-delivering their proposal to the funder directly. The Middletown Public Schools

Middletown Public Schools Academic & Technology Services  
Intent & Pre-Approval Form & Guidelines for Grants & Donations

---

*Assistant Superintendent's Office* will not forward proposals on a school's behalf unless otherwise specified.

**Step 5: Schools are notified of the final status of their application.**

Once a school hears from the funder about the final status of their proposal, they should inform the *Middletown Public Schools Assistant Superintendent's Office*. The *Middletown Public Schools Assistant Superintendent's Office* keeps a database of funding for the district and also can assist with implementation, budgeting, procurement and reporting once a project is funded. If the project is funded, please forward a copy of the award packet to the *Middletown Public Schools Assistant Superintendent's Office*.

**Step 6: All purchases are managed through the *Middletown Public Schools Assistant Superintendent's Office*.**

The school/staff member should work with the *Middletown Public Schools Assistant Superintendent's Office* for all purchasing.

**Step 7: All equipment / software will be managed and inventoried through the *Middletown Public Schools Assistant Superintendent's Office*.**

The school/staff member should work with the *Middletown Public Schools Assistant Superintendent's Office* for all implementation and management of equipment and software. This equipment / software will be property of the Middletown Public Schools and will be recorded in the Middletown Public Schools Academic & Technology Services Asset Inventory.

*Middletown Public Schools Academic & Technology Services*  
Linda Savastano, Assistant Superintendent  
26 Oliphant Lane  
Middletown, RI