

## Grants and Partnership Development

Dr. Knox Phillips, Associate Superintendent, Office of Accountability  
Mr. Alvin Glymph – Director – Grants and Partnership Development  
Dr. Marcia Oglesby – Coordinator II, Grants and Partnership Development

### DeKalb County School District Grants Procedures

#### Employees Applying for a Grant

1. Search and locate a grant aligned to your needs. The district does not have a 501(c)3 status, however individual schools may have a 501(c)3.
2. Check the monthly DCSD Grant Opportunities News Flash for grant announcements and the Research and Grants SharePoint site for resources.
3. Click [here](#) to complete the Internal Grant Opportunity Request form prior to submitting a grant application. An email trigger will be sent to your principal/supervisor for approval.
4. Please be sure your principal/supervisor responds to the email from the Office of Accountability.
5. After receiving the approval email from the principal/supervisor, an approval email will be sent to you to complete your grant application.
6. If the grant is awarded or declined, please inform of the status. If the grant is awarded, email the award letter and the completed proposal to Marcia Oglesby and Alvin Glymph.
7. Any grants exceeding \$5,000, will need to have an account established with Finance and should not be disbursed from the school's account. Contact Grants and Partnership Development staff for details.

*Please allow sufficient time (2-6 weeks) for all documents to be reviewed and/or to obtain signatures, a Memorandum of Agreement, Letters of Support, etc.).*

Note: Donors Choose is an online crowdfunding platform approved by the district. When crowd funding sites are used and images of students appear on the donation page, the proper clearances (waivers) have to be signed by parents and guardians, as these are 3<sup>rd</sup> party websites. The waivers can be obtained from the Office of Legal Affairs. Also, please complete the Fundraiser Request Form 4-26-18.

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## POLICIES AND PROCEDURES FOR CROWD FUNDING

### Pre- Approval

1. All Fundraiser Request at the local school level must first be submitted to and approved by the Principal. Based on the board policy for “Fundraising”, the Principal will determine if the Regional Superintendent’s signature is required.
2. Once approved by the Principal and/or the Superintendent, the form must be submitted to the Department of Audits & Compliance for final approval.
3. The Principal, with the support of the Bookkeeper, will be responsible for monitoring all approved fundraisers based on the start and end dates indicated on the Fundraiser Request Form.
4. At this time, the approved list of crowd funding sites will be limited to the following organization:

<b>DonorsChoose.org</b>	<b>ClassWish.org</b>
<b>FundRazr.com</b>	<b>Pledgecents.com</b>

5. Sponsors submitting proposals or projects must abide by the terms of use of any such Crowd funding site policy or procedure that does not conflict with the DeKalb County School District Board of Education policy regarding such use.  
**Board Policy:**

[https://simbli.eboardsolutions.com/epolicy/Policy.aspx?S=4054&Sch=4054&C=&PC=KEB-R\(1\)&RevNo=1.16&T=A&Z=R&PG=6&St=ADOPTED](https://simbli.eboardsolutions.com/epolicy/Policy.aspx?S=4054&Sch=4054&C=&PC=KEB-R(1)&RevNo=1.16&T=A&Z=R&PG=6&St=ADOPTED)

7. Sponsors will also abide by the Local School Accounting Handbook and the Sponsor Agreement Forms as it relates to money management and fiscal responsibility over local school funds.

### Project Proposals and Submissions

8. When developing a project, be mindful as to what is being requested. ***The project sponsor must comply with the ongoing intent of the request.***

9. Project sponsors must comply with DeKalb County School District policies And procedures when posting pictures/videos/images of student or staff. ***It is required that you obtain parental waivers for the use of student appearances in photos, videos or the use of any student likeness before including them in project proposals or packets prior to submission to the crowd funding platform.***
10. A file is to be maintained at the school for any crowd funding request and should be made available for purposes of the annual audit. This file should include: the principal's/project sponsor's crowd funding approval form, the project packet as well as what is posted on the platform website, any photos or images posted with the project and a copy of all agreements and permission forms.
11. All project proposals, submissions and accompanying documentation become the property of the DeKalb County School District.
12. All items (supplies, equipment...) obtained shall comply with DeKalb County School District inventory procedures.
13. Equipment Technology- All crowd funding requests for technology equipment (to include software) will require pre-approval through Audit & Compliance, the Regional Superintendent and IT.