

**Community Empowerment, Innovation and Partnerships  
Ms. Melissa Harris, Deputy Superintendent  
Grants and Partnership Development - Grant Procedures**

**DeKalb County School District Grants Procedures**

1. Search and locate a grant aligned to your needs. The district does not have a 501(c)3 status, however individual schools with foundations 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 approval email.
5. After receiving the approval email from the principal/supervisor, an 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, budget and the complete proposal to Dr. Marcia Oglesby. Please allow 3-4 weeks for any contract or grant agreements to be approved and routed for signatures.
7. Any grants in the amount of \$5,000 or greater will need to have an account established with finance and should not be disbursed from the school's account.
8. Schools shall strictly adhere to guidelines on how the funds are to be spent, reporting requirements for accountability, and grant expiration guidelines.
9. Upon receipt from the granting organization, funds are to be deposited directly into the Grants R8000.00 account for proper accounting.
10. If awarded, you are the program manager of the grant and responsible for all purchases and reporting as outlined in the grant proposal and budget.

*Please allow sufficient time (3-8 weeks) for all documents to be reviewed and/or to obtain signatures, a Memorandum of Agreement, Letters of Support, etc.).*

**For additional information on grants and partnership procedures, please contact:**

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| <b>Community Empowerment, Innovation and Partnerships</b>  |
| <b>Dr. Marcia Oglesby, Coordinator II</b><br><b>(678) 676-0375</b><br>marcia_oglesby@dekalbschoolsga.org |

**POLICIES AND PROCEDURES FOR CROWDFUNDING**

### **Pre-approval**

1. All fundraiser requests 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 regional 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 organizations:

**DonorsChoose.org**

**ClassWish.org**

**FundRazr.com**

**Pledgecents.com**

5. Sponsors submitting proposals or projects must abide by the terms of use of any such crowdfunding 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=KEBR\(1\)  
&RevNo=1.16&T=A&Z=R&PG=6&St=ADOPTED](https://simbli.eboardsolutions.com/epolicy/Policy.aspx?S=4054&Sch=4054&C=&PC=KEBR(1)&RevNo=1.16&T=A&Z=R&PG=6&St=ADOPTED)
6. 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**

1. When developing a project, be mindful as to what is being requested. The project sponsor must comply with the ongoing intent of the request.
2. 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.
3. 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.

4. All project proposals, submissions and accompanying documentation become the property of the DeKalb County School District.
5. All items (supplies, equipment, etc.) obtained shall comply with DeKalb County School District inventory procedures.
6. Equipment Technology - All crowdfunding requests for technology equipment (to include software) will require pre-approval through Audit & Compliance, the Regional Superintendent and IT.

**Note:** Donors Choose is an online crowdfunding platform approved by the district. When crowdfunding 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 3rd party websites. The waivers can be obtained from the Office of Legal Affairs. Also, please complete the Fundraiser Request Form 4-26-18.