



BCSSD/BCIT

Grant Writing & Application Standard Operating Procedure (SOP)

1. PURPOSE

To establish a standardized process for identifying, applying for, accepting, administering, and monitoring grant opportunities for BCSSD and BCIT while ensuring appropriate Board approvals, compliance, fiscal oversight, and accountability.

2. SCOPE

Applies to all administrators, directors, supervisors, and any employee involved in grant applications or administration.

3. RESPONSIBILITIES

Administrator/Department Head

- Identify grant opportunities that support district goals.
- Review eligibility requirements to determine whether the district qualifies.
- Contact the Grant Writing Department before beginning the application.
- Provide all required information, budgets, timelines, and supporting documentation.
- Serve as the Grant Administrator if awarded.
- Manage grant allocations, expenditures, recordkeeping, compliance, and oversight throughout the grant period.
- Ensure all reporting deadlines are met.
- Ensure all grant funds are fully expended by April 30 of the applicable grant year.
- Conduct and document quarterly data checks and reviews throughout the grant term to monitor data accuracy, program progress, expenditures, and compliance.

4. PROCEDURE

Step 1 – Identify Grant Opportunity

- Review eligibility requirements.
- Determine alignment with district goals.
- Review deadlines and funding requirements.

Step 2 – Plan for Board Approval to Submit

- Obtain Board of Education approval to submit the grant application before submission when required by district policy or the grant.

Step 3 – Contact Grant Writing Firm

- Notify the Grant Writing Department as early as possible.
- Provide grant guidelines, deadlines, budget information, and required documentation.

Step 4 – Prepare the Application

- Develop application, narrative, budget, and supporting documents.
- The administrator reviews all information before submission.

Step 5 – Submit Grant Application

- The Grant Writing Department submits the completed application and retains a copy.

Step 6 – Board Approval to Accept Grant

- Upon award, obtain Board of Education approval to accept the grant before funds are expended, unless otherwise permitted by the granting agency.

Step 7 – Grant Administration

- The Administrator serves as the Grant Administrator and is responsible for program implementation, budget management, purchasing, compliance, monitoring, and reporting.
- The Grant Administrator must conduct and document quarterly data checks and reviews throughout the grant term to verify data accuracy, monitor program progress and expenditures, and review compliance with grant requirements. Any discrepancies or concerns must be addressed promptly.

Step 8 – Financial Management

- The Administrator or Grant Coordinator (when applicable) is responsible for ensuring all expenditures related to the grant are allowable. They should also coordinate with the Business Office, when necessary, on all expenditures.
- Continuous checks throughout the grant period should be completed to ensure that all grant expenditures are planned well in advance of the grant closeout.
- All grant funds must be fully expended by April 30 of the applicable grant year. Purchases and expenditures must be planned in advance to meet this deadline.

Step 9 – Record Retention

- Maintain applications, award letters, Board approvals, budgets, purchase records, reports, and correspondence in accordance with retention requirements.

Step 10 – Grant Closeout

- Submit final reports, reconcile finances, close accounts, and retain records for audit purposes.

Grant Application Checklist

☐ Grant opportunity reviewed.	☐ Award notification received.
☐ Eligibility requirements verified.	☐ Board approval obtained to accept the grant.
☐ Grant aligns with district goals.	☐ Grant account established by Business Office.
☐ Grant Writing Department contacted.	☐ Grant Administrator assigned.
☐ Board approval obtained to submit	☐ Reporting deadlines entered on the calendar.
☐ Application timeline established.	☐ Financial tracking & monitoring established.
☐ Budget reviewed.	☐ Quarterly data checks & reviews documented.
☐ Required supporting documents attached.	☐ All grant funds fully expended by April 30.
☐ Application submitted.	☐ Final reports submitted.
	☐ Grant closed and records retained.