



Frequently Asked Questions

2010-2011 GRANTS and the Grants Clearinghouse Committee

Q. Bulletin # P-13607-CLO/GA, refers to LiquidOffice form 2239. When do I have to complete the form?

A. LiquidOffice Form 2339 must be completed **before** you write and apply for a private or competitive grant 10,000 or over. Get the general information about the grant, the budget you will spend and how you may spend the grant and wait until the GCC sends you back a confirmation of approval. There is a flow chart of the approval process and a copy of the bulletin on the Grants Administration website:

<http://www.palmbeachschools.org/accountability/GrantsManagementandDevelopment.asp>

Q. What is the procedure if I have a grant that is less that 10,000?

A. Grants less that 10,000 do not have to be approved by the GCC, nor by the School Board. Contact your Area Superintendent or Director for approval.

Q. What about grants that I have applied for in the past?

A. Each year, if you are applying for the same private/competitive grant again, please fill out the form. If it is a continuation from the previous year and you do not have to apply again, you do not have to fill out the form again. You do not need to complete a form for a grant prior to Sept. 2010.

Q. Must I fill out the form for Federal Entitlement Grants (Title I, Title II, ESE, Title III...etc)?

A. No. Only competitive and private grants will go through the GCC.

Q. Why was the GCC created?

A. The committee was created to track grants that come into the District, communicate with grant writers, and ensure that grants can be supported by the Districts' policies and procedures.

Q. How long does the GCC process take?

A. The approval process generally takes about a week. If the committee suggests changes/additions to the grant, this may delay the approval process.

Q. Why wouldn't a Grant Proposal be approved?

A. A grant may not be approved if the grant does not seem to meet a particular need, or if what is being purchased by the grant falls beyond what the District can support via policies or procedures.

Q. What steps are next if I end up winning the grant?

A. After approval from the GCC, you begin to write your grant and submit it by the deadline. If you receive approval for your grant, copy the award letter and send to the Grants Administration and School Reform Accountability Office FHESC C201. The grant would have to receive approval from the School Board.

Q. What about money that is just donated, or money I collect through fund raisers?

A. Donations and fund raisers do not have to come through the GCC committee, but large donations must go through School Board approval.