



THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FLORIDA

KEITH OSWALD  
ASSISTANT SUPERINTENDENT

JUDITH KLINEK  
Chief Academic Officer

GRANTS ADMINISTRATION OFFICE  
3300 Forest Hill Boulevard, Building D, Room 9793  
West Palm Beach, Florida 33418

Ph: 561-434-7302 Fax: 561-434-8838  
[www.palmbeachschools.org](http://www.palmbeachschools.org)

October 21, 2011

**Bulletin #P-14060-SCLE/GA**

**CONTACT:**

Mary Helen Arbogast, PX 47302

**ACTION BY:  
INFORMATION ONLY**

**TO:** All Principals and Department Heads

**FROM:** Judith Klinek *JK*  
Chief Academic Officer

**SUBJECT: GRANTS CLEARINGHOUSE COMMITTEE (GCC)**

The Grants Clearinghouse Committee (GCC) reviews and approves requests to develop competitive and private grants of \$10,000 or greater. This internal approval process enables the GCC to track grants across the district and to ensure that projects are aligned with the mission and goals of the School District. Prior to grant development, schools and departments must follow the district's procedures to obtain approval from the GCC.

**Review of GCC Procedures:**

1. Complete all fields in LiquidOffice form PBSB 2339 *Grant Information Form*.
2. Follow the form's routing functions to forward the completed form to your supervisors for review and electronic signature.
3. The area/assistant superintendent will route the form to GCC.
4. The GCC will review the form and contact you for additional information as needed.
5. Await approval or recommendations from the GCC.
6. If your grant request is approved, proceed with grant development and submission.
7. If awarded the grant, follow procedures to place the item on the School Board agenda.

Attached please find *Frequently Asked Questions* regarding Grants and the Grants Clearinghouse Committee (GCC).

WFM:JK:KO:MHA:mha

Attachment

Approved: 

William F. Malone, Superintendent

## **Frequently Asked Questions**

### **Grants and the Grants Clearinghouse Committee (GCC)**

- Q.** I plan to apply for a grant. When am I required to submit Liquid Office Form 2339, the Request to Develop a Grant Proposal?
- A.** Liquid Office Form 2339 must be completed before you write and apply for a private or competitive grant \$10,000 or over. After you submit form 2339, you should wait until the GCC sends you confirmation of approval to proceed.
- Q.** What information must I have to complete Liquid Office Form 2339?
- A.** You will need to know general information about the grant project to be proposed and an estimate of the amount of the grant budget request.
- Q.** What is the procedure if I am planning to prepare a grant proposal for less than \$10,000?
- A.** Grants less than \$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.** Must I submit the form for Block Grants or Federal Entitlement Grants (Title, ESE, etc)?
- A.** No. Only competitive and private grants will go through the GCC.
- Q.** Must I submit the form for Continuation Grants?
- A.** No. If it is a continuation grant from the previous year, you do not have to resubmit the form.
- Q.** Must I submit the form for new grants for which I have applied in the past?
- A.** Yes. You are required to submit form 2339 to apply for a new grant (competitive or private/\$10,000 or over) that has been applied for in the past.
- Q.** Must I submit the form for donations or fund raisers?
- A.** No. Donations and fund raisers do not have to come through the GCC committee.
- Q.** Why was the GCC created?
- A.** The committee was created for District Leadership to track grant applications going out and grant awards coming into the District; to communicate with grant planners/developers; and to ensure that grant projects can be supported by the Districts' policies and procedures.
- Q.** How long does the GCC process take?
- A.** The approval process generally takes about one week. If the committee suggests revisions/additions to the plan presented in the PBSO 2339, this may delay the approval process.
- Q.** Why would a Request to Develop a Grant Proposal be denied?
- A.** A grant request may not be approved if it is not aligned with the District's mission and goals, or if the planned project and/or grant purchases are beyond the scope of District support via policies or procedures.
- Q.** What steps are next if my proposal is selected as a winning grant?
- A.** All grants in the amount of \$10,000 or more must be approved by the School Board.

Additionally, when you receive approval for your grant, please send an electronic copy of the Grant Award Notice to Mary Helen Arbogast, Grants Administration Coordinator, FHESC, Building D, Room 9793, [maryhelen.arbogast@palmbeachschools.org](mailto:maryhelen.arbogast@palmbeachschools.org).