

General Grant Guidelines

- Cecil County Public Schools utilizes grant funding to supplement Board approved funding and Student Activity Funds raised by students. Generally, grants undergo the following life cycle:
 1. Initial Supervisory approval for application
 2. Application
 3. Award notification
 4. Program implementation
 5. Final reporting
- Prior approval must be received before the application of grant funding begins. This may include, but is not limited to, the School Principal, an Executive Director, and/or the Associate Superintendent for Education Services.
- Each grantee must identify the use of funds provided by a grant. If the funds are to be used to benefit Student Activity Funds, such as a donation to a school-sponsored club, the school will keep the funds and track expenses in the School Activity Funds software. If the funds are to be used to benefit instruction before, during, or after the school day, the grant funds will be submitted to the Department of Business Services. Cecil County Public Schools (CCPS) will track the grant expenses and revenue in CIMS. If a grant will be funding any salaries or wages, the grant **MUST** be processed through the Department of Business Services.
- When applying for a grant, it is important to develop an accurate budget to support the objectives of your grant. Contact the Grant Accountant in the Department of Business Services for assistance in the budget development process.
- A separate account should always be created to accurately track grant or donation activity. If it is a grant to be deposited in the Student Activity Funds, an account should be created under the School-wide Donations/Grants Umbrella and named appropriately. If the funding will be a CCPS grant, the Department of Business Services will create a unique Activity Number and account system to track the grant.