

## Quick Alphabetical Reference: Frequently Asked Questions & Fast Facts

<b>501(c)(3) Status</b> .....	BVSD is not a 501(c)(3) organization. School districts are considered to be a branch of local government, and therefore nonprofit and tax-exempt, but 501(c)(3) indicates a <i>private</i> not-for-profit organization. Most funders will accept grant proposals from a school district even if they specify 501(c)(3). The Grants Office has copies of the official IRS Determination Letter for grantwriters to use as an attachment to grants.
<b>Account Codes</b> .....	Contact Christine Kennedy in Accounting; ex 5209.
<b>Address</b> .....	The official address for BVSD is:  <b>Boulder Valley School District 6500 Arapahoe Road Boulder, CO 80303-1407</b>
<b>Annual Report</b> .....	The Grants Office has copies of the Superintendent's Annual Report on Board Goals. This may be used to accompany grants when an annual report is requested. There are full and abbreviated copies. This can also be downloaded at the BVSD website:
<b>Applicant (Official)</b> .....	The official applicant for all grants is: <b>Boulder Valley School District RE-2</b> . If helpful, you may expand this to include a school or department name, e.g. "Boulder Valley School District RE-2 - Centaurus High School".
<b>Authorized Official</b> .....	This is always the Superintendent (whose preferred listing is : Christopher King, Ph.D., Superintendent or the President of the School Board (Helayne Jones, Ed.D.). Other parties must be authorized by the Superintendent to sign grants or related documents.
<b>Board Approval</b> .....	All grants must be turned in to the district for review, but not all require Board approval. The Grants Office makes this determination when a grant is submitted. If Board approval is required, the Grants Office fills out the Board Agenda item.
<b>Board Roster</b> .....	The current board roster is available from the Grants Office and also at the web site: <a href="http://www.bvsd.org/boe/Pages/BoardMembers.aspx">http://www.bvsd.org/boe/Pages/BoardMembers.aspx</a> . Because board members are elected through a public process, BVSD does not publish their

	personal/professional affiliations.
<b>Budget (Organization).....</b>	The full BVSD annual budget is a very extensive document (2+ inches thick). Full and summary copies are available from the Grants Office, or download at: <a href="http://bvsd.org/businessservices/budget/Pages/default.aspx">http://bvsd.org/businessservices/budget/Pages/default.aspx</a> . (Select 7/08: then General Operating Funds – print first 3 pages). Because the district's budget is so large, if you are writing a grant for a school, it may be better to attach a copy of the school budget instead.
<b>Budget (School).....</b>	Request from school principal.
<b>Checks.....</b>	Schools and departments receiving grants should send checks from funding agencies to the BVSD Department of Finance and Accounting, attention Christine Kennedy. It is strictly NOT permitted to open separate bank accounts for grants, or to deposit checks to student activity or revolving accounts without prior discussion with Accounting. See Page 10 for exceptions.
<b>Congressional District.....</b>	BVSD is in Colorado's Second Congressional District.
<b>Colorado Common Grant.....</b>	This is a standard format used by many private-sector grant makers in this state. Request a blank copy from the Grants Office, or obtain it yourself online from <a href="http://www.crcamerica.org">www.crcamerica.org</a> .

<b>Contracts.....</b>	Some state agencies and private foundations require grant recipients to sign a contract when they receive an award. If you are presented with one: a.) read it carefully to insure that the conditions reflect your grant proposal and are acceptable b.) submit it to the Superintendent for signature. Principals, staff and volunteers are NOT authorized to sign legal contracts for grants. A copy should go to the Grants Office for the file record.
<b>Data and Statistics.....</b>	If you need data to support your grant proposal, start with the BVSD website Assessment pages. If this does not supply what you need, contact the Planning and Assessment Department (303-447-5147).
<b>Donor List.....</b>	Some foundations ask for a list of most-recent-year contributions. If the application will be made by a school, please submit the school's donation report (available from the principal). The district compiles quarterly reports of gifts, available from the Accounting Department (ex 5002), but they are long and detailed, and probably not what the grant-making institution had in mind.
<b>Financial Statement.....</b>	Copies of the full and summary audited financial statement for BVSD are available from the Grants Office or can be downloaded at: <a href="http://bvsd.org/businessservices/accounting/Documents/2006-07%20CAFR.pdf">http://bvsd.org/businessservices/accounting/Documents/2006-07%20CAFR.pdf</a> (Select the most recent Financial Statement and access the Financial Section for the independent auditors report, income statement and balance sheet)
<b>Fiscal Officer.....</b>	The fiscal officer for grants is Leslie Stafford, Director of Finance and Accounting.
<b>Fiscal Year.....</b>	BVSD and all its schools operate on a fiscal year that runs July 1 – June 30.
<b>Gifts.....</b>	All gifts to schools, whether they come from parents, local businesses, PTA/PTO's, booster clubs, or other entities, must be reported to the district. Large gifts must be formally accepted by the Board of Education. See Board Policy K-H for more information. Contact the Finance and Accounting department for procedures.
<b>I.D. Numbers.....</b>	BVSD's: Federal ID Number (EIN): 84-6014683 DUNS Number: 019720887 NCES ID: 0802490 CO Tax Exempt Number: 98-02383

	This information MAY NOT be used for unauthorized tax-exempt purchasing or to establish banking or other financial accounts.
<b>Impact on Education.....</b>	Formerly the Foundation for Boulder Valley Schools, this is a separate, private, nonprofit organization with its own Board and staff that raises money locally and makes grants to schools. It is separate and distinct from the BVSD Grants Office. Their phone number is 303.447.5032; website: <a href="http://www.impactoneducation.org">www.impactoneducation.org</a>
<b>In-Kind.....</b>	This means donated goods and services, as opposed to money. If asked to show matching funds for a grant, in-kind contributions may be allowed. These are typically things like volunteer time, donated office supplies, facilities and transportation costs, etc.
<b>Indirect Costs.....</b>	Indirect costs must be added to ALL grant budgets unless the funding agency specifically prohibits it. See Page 23 for exceptions. Indirect cost rates are established by the State of Colorado to allow agencies and school districts to recoup some of those operating costs that increase proportionately with the total budget. This eliminates the need to separately estimate the cost of facilities, utilities, insurance, maintenance, and other essential items when writing a grant budget. Indirect costs should NEVER be represented in a grant budget as a 'district fee,' or 'administrative charge'.
<b>Indirect Cost Rate, current.....</b>	For 08/09, the rate is 3.43%. It changes annually in July. To apply the rate, multiply the subtotal of all other grant costs, excluding capital and equipment costs, by 0.0343.
<b>Intent to Apply.....</b>	The district must pre-approve all federal grants, applications greater than \$25,000, or any grant requiring cash matching funds. See Page 13 for detailed instructions on filing an Intent to Apply form.

<b>Letters of Support.....</b>	If you need a letter of support from the Superintendent to attach to your grant: email the Grants Office with the following information: 1. Explain who you are, who you are applying to, for what, and how much 2. State the date by which you need the letter 3. Full name and address to which the letter will be addressed 4. A draft of the letter text or a list of points 5. Your contact information (phone, email)
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<b>Matching Funds.....</b>	This means cash or in-kind that the recipient must provide through other resources in order to receive a grant. Matching funds may originate in a school or district budget, or they can be raised from outside sources. If a cash match is required, you must be able to identify the source(s) prior to application. See rules for Intent to Apply on Page 13.
<b>Mini-Grants.....</b>	If you are looking for a classroom mini-grant, contact IMPACT on Education at 303.447.5132 or go to their website: <a href="http://www.impactoneducation.org">www.impactoneducation.org</a> .
<b>Mission Statement.....</b>	BVSD's mission statement reads as follows: <i>"The Boulder Valley School District challenges students to achieve their academic, creative and physical potential in order to become responsible, contributing citizens"</i> . A complete copy of the mission and educational philosophy is available from the Grants Office.
<b>Non-Discrimination Policy...</b>	See the Policies section of this notebook. Copies are available from the Grants Office. Also at the website: <a href="http://www.bvdsd.org/C4/Policies/default.aspx...section A">www.bvdsd.org/C4/Policies/default.aspx...section A</a>
<b>Nonprofit Status.....</b>	See 501(c)(3) status
<b>Partnerships.....</b>	If another organization is writing a grant on behalf of the district, it is not subject to the formal review process described in this guide. The district appreciates being informed.
<b>Phone and Fax Numbers.....</b>	Use the Superintendent's phone and fax numbers when an 'authorized official' signs the grant. Phone: 303-447-5114; Fax: 303-447-5134.

<b>Reports to Grantmakers.....</b>	Are the responsibility of the person managing the grant program. Consult with the Grants Office if you have questions about how to proceed.
<b>Scholarships.....</b>	The BVSD Grants Office does not provide assistance to high school students or staff seeking scholarships to support higher education or student activities. Please consult your high school guidance counselor or the financial aid office of the institution you are planning to attend, or for student activities support, contact Impact on Education, which maintains a fund to enable equitable participation.
<b>Signatures.....</b>	If your grant needs the Superintendent or Board President's signature, get a copy of the required pages to the Grants Office or Superintendent's Office several days in advance. Provide a brief memo providing some background information: the purpose of the grant, who it is for, amount requested, etc. Be sure to include your name and phone number so you can be notified when the paperwork is ready
<b>Tax Status.....</b>	BVSD is tax-exempt. See 501(c)(3) status above for more information.
<b>Tech 21 Grants.....</b>	Contact Impact on Education at <a href="http://www.impactoneducation.org">www.impactoneducation.org</a> or 303.447.5132.
<b>Thank You Letters.....</b>	If you get a grant, please send one! If you have writer's block contact the Grants Office to receive an example by email.