



## Fund Development Office Private Grants - Intent to Apply and Board Approval Process

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#### What is the grant submissions and the board approval process for private grants?

SFUSD schools and departments seek out and receive grant funding from multiple sources including foundations, corporations, nonprofits, and local, state, and federal agencies.

Prior to any school site or central office department applying for funding from a private entity (corporation, foundation, nonprofit), the site/department must first submit an [Intent to Apply](#) form. The SFUSD Fund Development Office (FDO) will review all Intent to Apply requests and respond within 2-3 business days. Sites and departments must receive FDO approval in order to submit a grant application or proposal.

The FDO is responsible for working with managers and site leaders to ensure all grants received from private entities (corporation, foundation, nonprofit) are monitored and reported on per the terms of the grant in order to ensure compliance with the grant terms and sustainable relationships with SFUSD donors.



	<p>Board approvals for PRIVATE grants will be managed through the <a href="#">Intent to Apply</a> process. Private grants will only be eligible for board approval if they were submitted via the Intent to Apply process.</p>
<p><b>Why do I need to submit an Intent to Apply form to the Fund Development Office?</b></p>	<p>The FDO employs the Intent to Apply process for a variety of reasons. On a practical level, our office and SFUSD leadership need to understand the full landscape of private fundraising across the district so we can better identify fundraising gaps and opportunities, and understand how much is being requested and raised on an annual basis. This allows us to be more strategic in our fundraising efforts, maximize grant funding potential, and drive resources to the district's priority initiatives.</p> <p>Based on feedback from funders, we also identified a need for better coordination of grant applications. In some instances, multiple departments were applying for the same grant, leading to internal competition and duplicative efforts. The Intent to Apply process ensures that, as a district, we are more efficient and effective in pursuing grants.</p> <p>Furthermore, we understand that schools and central office teams do not always have the capacity for grants management and stewardship, on top of their many other job responsibilities. The FDO is set up to provide fundraising technical assistance, grants management, and donor stewardship for all private grants that come into the district. The FDO supports SFUSD staff with fulfilling compliance requirements (i.e. grant reports), keeping donors informed about the project, responding to requests for information, and recognizing/acknowledging donors for their contributions to the district. In this way, we are moving towards a more proactive approach to stewardship that emphasizes positive donor experiences and long-term donor relationships.</p>
<p><b>What is the Intent to Apply process and how will it work?</b></p>	<p><b>Prior</b> to the submission of any private funding applications, requests, or proposals, all central office departments and school sites must submit an Intent to Apply form for review and approval by the FDO. Private funding sources include all non-government grants (from entities such as foundations, corporations, and community-based organizations).</p> <p>The FDO will evaluate the Intent to Apply form using the criteria below. A response - either an approval, denial, or request for more information - will be provided within 2-3 business days. Each submission will be</p>

	<p>individually reviewed and considered, but these are some of the factors that we will consider in our evaluation:</p> <ul style="list-style-type: none"> <li>• <b>Existing relationships:</b> District departments and school sites may be asked to refrain from independently applying for a grant or donation if SFUSD or our 501(c)(3) nonprofit, Spark SF Public Schools, has an active grant agreement with the funder. Exceptions may be made; e.g. if the funder specifically invites a department or school site to apply.</li> <li>• <b>Competing proposals:</b> If multiple departments or school sites are pursuing the same competitive grant opportunity, the FDO will evaluate whether the funder allows multiple applications from one organization. If not, the FDO will determine the best match by evaluating the project's alignment with the district's strategic priorities, the funder's priorities, and other criteria as needed.</li> <li>• <b>Grants in conflict with Board policy:</b> The FDO will not approve the submission of any grants that are in conflict with any Board of Education policies, including but not limited to the commercial-free schools policy that prohibits branding, logos, and advertising on school campuses.</li> </ul> <p><b>Please note:</b> the Intent to Apply process <u>does not</u> apply to schools that are applying for grants through their own 501(c)(3) through their school foundation or PTA. The process only applies to grants where SFUSD or Spark SF Public Schools is the grant recipient.</p>
<p><b>The Fund Development Office is no longer using the Grant Tracker system to manage the board approval process for private grants. What does this mean?</b></p>	<p>Per Board policy, grant funds cannot be loaded to district budgets until the Board approves the receipt and use of funds.</p> <p>Since August 14, 2019, Board approvals for PRIVATE grants have been managed through the <a href="#">Intent to Apply</a> process. Private grants are only eligible for board approval if they were submitted via the Intent to Apply process. A step-by-step overview of the process is described below:</p> <ul style="list-style-type: none"> <li>• <b>Step 1:</b> Identify a grant opportunity.</li> <li>• <b>Step 2:</b> Submit an Intent to Apply Form.</li> <li>• <b>Step 3:</b> If your Intent to Apply is approved, you may submit your grant application or proposal to the funder.</li> <li>• <b>Step 4:</b> If your grant is awarded, submit a copy of the grant agreement or award letter to the FDO. The FDO will place your</li> </ul>



	<p>grant on the Board of Education agenda for approval to accept the funds.</p> <ul style="list-style-type: none"><li>• <b>Step 5:</b> Once the Board approves your grant, the Budget Office loads the funds and you may begin spending.</li></ul>
<p><b>What happens if I already submitted a grant application or proposal, but did not submit an Intent to Apply form?</b></p>	<p>If your site or department has already submitted a request for private funding, and you are still awaiting notification about the status of your application, please submit an <a href="#">Intent to Apply</a> form to notify the FDO.</p> <p>In the “Grant Purpose” field of the Intent to Apply form, please indicate that your grant application has already been submitted, and the FDO will automatically “approve” your request. This will ensure that your grant, if awarded, will be placed on the board agenda for approval.</p> <p>Only grants that have been submitted via the Intent to Apply process will be eligible for board approval.</p>
<p><b>What information do I need to submit an Intent to Apply form?</b></p>	<ul style="list-style-type: none"><li>• Name and Contact Information for Grant Project Lead</li><li>• Applicant School Name or Department</li><li>• Funder Name</li><li>• Funder Type (Corporate, Foundation, Nonprofit, etc.)</li><li>• Total Amount Requesting</li><li>• Application Due Date</li><li>• Anticipated Award Date</li><li>• Grant Purpose (Project Description)</li><li>• Cabinet Level Sponsor (<i>select one from list</i>)<ul style="list-style-type: none"><li>○ Chiefs, Assistant Superintendents, Deputy Superintendents, Superintendents</li></ul></li><li>• District Strategic Priority (<i>select one or more from list</i>)<ul style="list-style-type: none"><li>○ African American Achievement</li><li>○ Central Office Service Culture</li><li>○ College/Career</li><li>○ Digital District: Access to Technology</li><li>○ English Learners</li><li>○ Health and Wellness</li><li>○ Instructional Guidance: Professional Development</li><li>○ Leadership Development</li><li>○ Parent-School-Community Relations</li><li>○ Safe and Supportive Schools</li><li>○ Students with Disabilities</li></ul></li></ul>



	<ul style="list-style-type: none"> <li>○ Talent and Culture/Human Capital</li> <li>○ Teaching and Learning: Arts</li> <li>○ Teaching and Learning: Core Curriculum</li> <li>○ Doesn't fall within strategic priorities</li> </ul>
<p><b>What happens if my Intent to Apply is approved?</b></p>	<p>If your request to apply for a grant is approved, you will receive an email from the FDO with the subject line: <i>"Your Intent to Apply has been approved!"</i> At this point, you may proceed with the grant application process. Please note that the FDO will require a copy of the grant application or proposal, along with any other supporting documents, once it has been submitted.</p> <p>If the grant is awarded, the FDO will require a copy of the grant award letter and/or grant agreement, along with a budget setup form (which indicates to the Budget Office how you want the funds loaded to your budget). Once these documents are received, the FDO will place your grant on the board agenda for approval by the Board of Education. After the grant is approved by the Board, the Budget Office will load the funds to your budget.</p> <p>If the grant is not awarded, please notify the FDO of the funder's decision.</p>
<p><b>What happens if my Intent to Apply is denied?</b></p>	<p>If your request to apply for a grant is denied, you will receive an email stating the reason for denial. The email will also provide a FDO point of contact who you can reach directly with questions.</p>
<p><b>My grant was awarded and approved by the Board of Education. Now what?</b></p>	<p>Once a grant is approved by the Board of Education, the FDO supports Grant Project Leads with donor acknowledgment, progress monitoring, grant reporting, and donor stewardship. Below is a chart outlining roles and expectations for the post-award process:</p>



	Fund Development Office (FDO Lead)	SFUSD Site or Department (SFUSD Project Lead)
	<b>Donor Acknowledgement</b> Send an acknowledgement letter (tax receipt letter) to donor	
	<b>Program Monitoring</b> Coordinates regular grant check-ins with SFUSD Project Lead to review progress on grant activities, gather program updates, and review expenditures	<b>Program Implementation</b> Implements program and grant activities and executes spending in compliance with grant agreement  Participates in regular check-ins with FDO lead
	<b>Grant Reporting</b> Send reminders of upcoming deliverable deadlines (at least one month in advance)  Supports the grant reporting process	Coordinates evaluation efforts (as applicable)  Provides data and outcomes
	<b>Donor Stewardship</b> List donor in Annual Report, invite to special events, recognize on website, etc.	Supports ways for donors to engage with program (site visits, tours, etc.)
<b>I have questions about the Intent to Apply or Board Approval processes. Who do I contact for assistance?</b>	For questions about the Intent to Apply process or Board Approval process for private grants, please call the Fund Development Office at (415) 241-5578 or email Katie Sammon at <a href="mailto:sammonk@sfusd.edu">sammonk@sfusd.edu</a> .	