



Grant Development Office

EQUITY CHARACTER EXCELLENCE TEAM JOY

Frequently Asked Questions

501(c)3 Status	TPS is not a 501(c)3 organization. School districts are considered to be non-profit and tax-exempt, but not 501(c)3 as that indicates a private not-for-profit organization. Most funders will indicate if they accept grant proposals from a school or school district, if they do not you may call and ask. If a 501(c)3 organization is the only acceptable applicant, please contact Brian Paschal (paschbr@tulsaschools.org) at the Foundation for Tulsa Schools to obtain permission to use the foundation as the official applicant. You may also contact your PTO, PTA, or school foundation to see if they might act as the official applicant.
Address	The official address for TPS is: Tulsa Public Schools Office of Federal Programs and Special Projects 3027 South New Haven Avenue Tulsa, Oklahoma 74114
Annual Report	The Finance Office produces an Annual Report available on the TPS website.
Applicant (Official)	The official applicant for all grants is Tulsa Public Schools. If helpful, you may expand this to include a school or department name, e.g. Tulsa Public Schools – ABC Elementary School.
Application Approval	All grant applications must be submitted to the TPS Grant Development Office for approval. If the grant is for an entity larger than a classroom or if the application is time-intensive, consider gaining approval prior to completing the grant application as not all grants are approved for submission.
Authorized Official	This is usually the Superintendent unless otherwise indicated. Her preferred listing is Deborah A. Gist, Superintendent. The TPS Grant Development Office will obtain all district level signatures.
Board Approval/Signature	All grant applications must be submitted to the TPS Grant Development Office for approval, but not all grants require Board/Superintendent approval/signature. The TPS Grant Development Office makes this determination when the Grant Application Approval Form and a copy of the application are submitted. If a signature is required, submit the completed application to the TPS Grant Development Office no less than five days prior to the application deadline (one month or more may be required for Board Signatures).
Board Priorities	The Board Priorities are available on the TPS website.
Board Roster	The current Board Roster is available on the TPS website.
Budget (Organization)	The Finance Office produces an Annual Budget available on the TPS website. Because the Annual Budget is so large, if you are writing a school-based grant, it may be better to attach a copy of the school budget instead.
Budget (School)	Request from the school principal.

Checks	Schools and departments receiving grants should send all checks from funding agencies to the TPS Office of Federal Programs and Special Projects, Attention: Grant Development Coordinator (or your assigned Budget Analyst). It is STRICTLY PROHIBITED to open separate bank accounts for grants, deposit checks to a student activity or revolving account without prior permission from the Office of Federal Programs and Special Projects.
Congressional District	TPS is in Oklahoma's 1 st Congressional District.
Contracts	<p>The Board President is the only individual legally authorized to sign contracts/MOUs (memorandum of understanding)/grant agreements. Administrators, principals, teachers, staff, and volunteers are NOT authorized to sign legal documents.</p> <p>Some state agencies, foundations, and community funders require grant recipients to sign a contract/MOU/grant agreement when they receive an award. If you are presented with a contract/MOU/grant agreement: 1) read it carefully to ensure that the conditions reflect your grant proposal and are acceptable and 2) submit it to the Office of Federal Programs and Special Projects, Attention: Grant Development Coordinator, for approval. The Grant Development Coordinator will contact the relevant principals and administrators to ensure approval before the grantee initiates the Board Approval process and acquisition of the Board President's signature. In order for the Board President to sign the contract/MOU/grant agreement, it must already be signed by the funding agency.</p>
Data and Statistics	If you need data to support your grant proposal, begin with the TPS website and/or your school principal. Other resources include the District and School Profile , Oklahoma State Department of Education , Community Service Council , and the U.S. Census Bureau . If this does not supply what you need, contact the TPS Grant Development Office at kleinro@tulsaschools.org or submit a request to TPS Data and Analytics .
Donor List	Some foundations ask for a list of the most recent year's contributions. If a school or individual teacher will make the application, please submit the school's donation report (available from the school principal). The district compiles reports of gifts, but they are long and detailed and probably not what the grant-making institution has in mind.
DonorsChoose	All requests to DonorsChoose must be accompanied by a Grant Application Approval Form that is submitted to the TPS Grant Development Office. Documentation of receipt of the materials/equipment should be submitted to the TPS Grant Development Office upon receipt.
Fiscal Officer	The fiscal officer for all grants is Jill Hendricks, Executive Director of Federal Programs and Special Projects.

Fiscal Year	TPS and all its schools operate on a fiscal year that runs July 1 – June 30.
Gifts	All gifts to schools, whether they come from parents, local businesses, PTA/PTOs, booster clubs, or other entities must be reported to the district. Large gifts must be formally accepted by the Board of Education. Contact the Office of Gifts and Endowments at redfeam@tulsaschools.org for procedures.
Grant Agreements	See Contracts.
Grant Manager	The individual responsible for overseeing and/or implementing all aspects of the grant. This individual will be the primary contact with the grantor and the Office of Federal Program and Special Projects. This individual will also be responsible for all required reports to the grantor.
ID Numbers	TPS Federal ID Number (EIN): Contact the Grant Development Coordinator DUNS Number: Contact the Grant Development Coordinator NCES ID Number: NCES website This information MAY NOT be used for unauthorized tax-exempt purchasing or to establish banking or other financial accounts.
In-Kind	This means donated goods and services, as opposed to monies. 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.
Indirect Costs	Indirect Costs must be added to ALL grant budgets in excess of \$10,000 unless the funding agency specifically prohibits it. Indirect Cost Rates are established by the Oklahoma State Department of Education to allow agencies and school districts recoup some of the operating costs that increase proportionately with the total budget. This eliminates the need to estimate the cost of facilities, utilities, insurance, maintenance, and other essential items separately when writing a grant budget. Indirect costs should be calculated as a percentage of the total grant budget (less any stipends). Contact the Grant Development Coordinator for the current rate. Indirect Costs should NEVER be represented in a grant budget as a 'district fee,' or 'administrative charge.'
Letters of Support	If you need a letter of support from the Superintendent to attach to your grant, contact the TPS Grant Development Office at kleinro@tulsaschools.org with the following information: <ol style="list-style-type: none"> 1) Completed Grant Application Approval Form 2) Date by which you need the letter 3) Full name and address to which the letter should be addressed 4) Draft of the letter

	Allow at least two weeks for return of the signed letter. The TPS Grant Development Office may contact you for revisions to the letter. The TPS Grant Development Office will contact you when the signed letter is available for pick-up.
Matching Funds	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 may be raised from outside sources. If a cash match is required, you must be able to identify the source(s) prior to submitting your application.
Mission Statement	The TPS Mission Statement is available on the TPS website.
Non-discrimination Policy	The TPS Non-discrimination Statement Policy is available on the TPS website.
Non-profit Status	See 501(c)3 status.
Partnerships	If another organization is writing a grant on behalf of the district or a school, it must submit a Grant Application Approval Form to the TPS Grant Development Office prior to submission of the grant application to the funding agency. TPS must be informed and approve of any financial or time commitment made in the application, whether funds will be transferred for services to be performed as part of the grant-funded project, or if TPS is to operate as the fiscal agent. The partner MUST show proof of consultation with the school principal or program director(s) that will benefit or be involved prior to writing the grant.
Phone and Fax Numbers	Use the Office of Federal Programs and Special Projects' phone (918-746-6830) and fax (918-746-6521) numbers when listing those of the "authorized official." List the school/program contact information for the Grant Manager.
Reports to Grantmakers	Financial and performance reports are the responsibility of the Grant Manager. The assigned Budget Analyst from the Office of Federal Programs and Special Projects may assist with aspects of the financial reporting.
Scholarships and Financial Aid	The TPS Grant Development Office does not provide assistance to high school students or staff seeking scholarships or financial aid to support higher education or student activities. Please consult the high school academic counselors or the financial aid office of the higher education institution.
Superintendent Approval/Signature	See Board Approval/Signature.