

## **Administrative Procedures for Grants, Gifts, Donations, and Fundraising**

(Attachment for Policy No. 702)

### **Purpose**

The Board of Education ("Board") recognizes that the School District of Philadelphia ("District") applies for and receives significant funding via grants awarded by multiple municipal, state, and federal sources, as well as private foundations. The Board also recognizes that schools may wish to fundraise and crowdfund for specific purposes, and that individuals and community organizations may wish to contribute money, services, supplies, improvements, and/or equipment to enhance or extend the District and school programs and facilities. The purpose of these Administrative Procedures is to outline protocols and procedures for the acceptance of such grants, gifts, and donations, so as to ensure that these supplemental resources are deployed equitably and in alignment with the District's mission, priorities and values.

### **Definitions**

**Grant:** Monetary award made in support of a specific project or purpose, subject to significant terms and conditions required by the funder. An application or proposal is required in order to receive the funds, and awards are made based on the funder's review of the application/proposal. The awardee is required to use the funds in accordance with the plan detailed in the approved application/proposal, and in compliance with rules and regulations associated with the award. Usually, detailed reports to the funder on how the grant was used are required.

**Gift or Donation:** May involve either a monetary award or the provision of goods, improvements, or services contributed on an "in-kind" basis (i.e. at no cost to the recipient). These terms are used to refer to arrangements that are subject to significantly fewer terms and conditions imposed by the donor. Often, no application is required and no formal report on the use of the gift is requested.

### **Procedures for Pursuing Grants**

Any application or proposal seeking supplemental funding for any District office or school should be reviewed by the Grant Development Committee, which is an interdepartmental team established to review potential grant-seeking opportunities for the District, and to make strategic decisions about grant-seeking based on the District's mission, goals and priorities. For detailed information about the District's process for seeking and accepting grants, refer to the following [protocols](#) maintained by the Office of Grant Development and the Office of Grant Compliance and Fiscal Services:

- [Grant Proposal Development and Acceptance](#)
- [Grant Development Committee Review](#)
- [Writing and Submitting Grant Applications](#)
- [Submit Board Action Item for Award Acceptance](#)

Individual schools may also pursue grant opportunities listed in the Office of Grant Development's monthly newsletter. School-based staff considering pursuing a grant are encouraged to reach out to the Office of Grant Development for advice and support in the endeavor. Grant-seeking support and training is available to schools through the Office of Grant Development (see "*Central Office Support and Training*" below).

### **Procedures Relating to Gifts and Donations**

#### **Procedures for Potential Donors (Monetary Donations)**

If an individual or organization wants to make a monetary donation to the District or to a specific school, the following steps should be followed:

- **Donations to the District or more than one school or program:**
  - Donors should contact the Office of Grant Development to discuss making a donation to the District generally.
  - The District shall make every effort to honor the intent of the donor in the use of a gift or donation but reserves the right, in absence of specific agreement to the contrary signed by the Superintendent or their designee, to utilize any gift or donation in the best interests of the District's educational program.
- **Donations to a specific school or a specific school's program:**
  - Donors should contact the individual school's principal to discuss making a donation to that specific school.
  - Schools shall make every effort to honor the intent of the donor in the use of a gift or donation but reserves the right, in absence of specific agreement to the contrary signed by the Superintendent or their designee, to utilize any gift or donation in the best interests of the District's educational program.

#### **Procedures for Potential Donors (In-Kind Goods and Services)**

Goods and services that overlap with the work of a specific program office at the District should be directed to the program office most closely aligned with the goods/services' purpose, so that office can advise the donor on the most effective and appropriate way their donation may be deployed. Potential donors unsure of which office(s) would be (an) appropriate recipient should contact either the Office of Strategic Partnerships or Grant Development for advice.

If an organization wishes to provide to specific schools services at no cost to the District, for the benefit of students, the organization must enter into a no-cost legal agreement (i.e. Memorandum of Understanding or [School Partner Agreement](#)) with the District before beginning the work.

#### **Procedures for Central Office Recipients of Donations**

For all donations to the District generally or to a specific administrative office, each office or individual responsible for managing that gift or donation shall be charged with:

1. Ensuring that the gift/donation is deployed within the District equitably and in alignment with the District's mission, purpose and values.

2. Informing the Office of Grant Development about their pursuit and acceptance of such donations. The Office of Grant Development, shall inform the Board, as well as the Office of Grant Compliance and Fiscal Services and other District offices that may need to be aware of and play a supporting role in the administration of the award (e.g., the Office of Curriculum and Instruction if the award involves new instructional programs/materials, etc.).
3. Working with the Office of General Counsel to review or create any necessary written agreements connected with the donation. Any donation of services should be provided under a written agreement with terms and conditions that are acceptable to the Office of General Counsel.
4. Making every effort to honor the intent of the donor.

The District reserves the right to refuse to accept any grant, gift, or donation that does not contribute to the achievement of District goals or when such ownership would adversely affect the District.

### **Procedures for Schools Receiving Grants or Donations**

Any school-based individual pursuing or receiving a grant, gift or donation for the benefit of a school must do so with the knowledge and approval of the school's principal. The principal shall ensure that all such grants, gifts and donations are deployed equitably and in alignment with the school's mission, priorities and values.

If a principal is contacted by a potential donor about a monetary grant, gift, or donation, the school principal or their designee should inform the Office of Grant Development about their pursuit and acceptance of such monetary grants, gifts, or donations. The Office of Grant Development shall inform the Board, as well as the Office of Grant Compliance and Fiscal Services and other District offices that may need to be aware of and play a supporting role in the administration of the award. If the grant, gift, or donation is related to an improvement of District real estate, the Office of Grant Development will facilitate coordination with the Office of Operations.

- Grants, gifts, and donations of \$5,000 or less may be deposited into a school's Student Activity Fund and accounted for separately. Refer to [Policy 618 - Student Activity Funds](#) and the [Student Activity Fund Manual](#) for further guidance.
- Grants, gifts, and donations received greater than \$5,000 must be deposited in the District's central office accounts and be expended through the District's accounting system.

The principal shall work with the Office of General Counsel to review or create any necessary written agreements connected with the donation. For any donation of services, the organization must enter into a no-cost legal agreement (i.e. Memorandum of Understanding or [School Partner Agreement](#)) with the District before beginning the work.

If a principal is contacted by a potential donor/grantor wishing to provide in-school, no-cost services to the school, the school principal or their designee should inform the Office of Strategic Partnerships at [partnerships@philasd.org](mailto:partnerships@philasd.org) and/or the Office of General Counsel.

### **Fundraising/Crowdfunding**

All fundraising must support the school's priorities as established by the principal. As a part of planning for fundraising and crowdfunding campaigns, District employees are encouraged to contact the Office of Grant Development for support (e.g. for info about best practices, for editorial assistance, and for assistance in connecting with specific offices that must be consulted before and after the campaign has achieved its goal).

The Board prohibits the collection of money in school or on school property, or at any school sponsored event by a student for personal benefit. Collection of money by approved school organizations may be permitted by the building principal. Collection by students on behalf of school organizations outside the schools may be permitted only by the Superintendent or their designee.

The school principal supports school-based fundraising and crowdfunding by:

- Determining and adhering to a list of school priorities established with school-based staff, School Advisory Councils, home and school associations, friends of groups, and/or other nonprofit partners.
- Coordinating any projects that involve improvements to District buildings, facilities, or other real property, facilities maintenance, or the purchase of assets such as equipment with the appropriate District office before the fundraising effort is publicized. (e.g. Capital, Facilities, Office of General Accounting).
- Ensuring that school-led fundraising efforts comply with all other relevant District policies (including Wellness policies) and that complete records of school-led fundraising activities are maintained.
- The school principal must approve of all school-led fundraising activities prior to the start of the campaign.

The School District's Office of Grant Development shall support principals by:

- Assisting in the development of school fundraising priority setting.
- Explaining fundraising and crowdfunding best practices.
- Discussing pertinent Board policies.
- Offering editorial assistance on related fundraising materials.

The Office of Grant Compliance and Fiscal Services shall support principals by:

- Establishing a budget and account code for any funds raised for a particular priority that will be larger than \$5,000 and for any funds raised that involve paying a District employee or contractor.

The Fund for the School District of Philadelphia shall support principals by:

- Developing and maintaining a crowdfunding platform for the raising of funds for school priorities established by principals.

The only online crowdfunding sites supported by the School District of Philadelphia are Philly FUNDamentals and DonorsChoose. Employees that launch crowdfunding campaigns using other online platforms do so at their own risk, and are fully responsible for managing any proceeds generated thereby, as well as any tax implications that may arise.

### *Online Crowdfunding Platforms*

1. [Philly FUNDamentals](#) is a website developed and managed by The Fund for the School District of Philadelphia, an independent 501(c)3 not-for-profit organization whose mission is to assist in pursuing private sector donations to support the education mission and priorities of the District and its schools. Philly FUNDamentals allows any donor to find a school and give directly to that school's needs identified by the principal.
2. [DonorsChoose](#) empowers public school teachers from across the country to request much-needed materials and experiences for their students. Only teachers may develop a classroom project. When successfully funded, DonorsChoose notifies the principal and sends the requested materials to the school.

### *Restricted Actions*

The District prohibits schools from taking the following fundraising actions::

- Fundraising efforts that violate the Pennsylvania School Code or other District policies (e.g. selling alcohol, **weapons, drugs or medications**; selling unhealthy food or food in conflict/competition with healthy school meals, using students for fundraising, and using buildings for permanent advertising purposes)
- Reimbursing District employees for their contributions to fundraising campaigns with School District or Student Activity Funds
- Creating an online crowdfunding campaign in the name of the School District of Philadelphia or one of its schools on a platform other than Philly FUNDamentals or DonorsChoose

### **Special Procedures for Accepting Grants and Donations Involving Improvements to District Buildings and Real Property**

Any grant, gift or donation involving an improvement to District buildings, grounds, or other real property exceeding \$100,000 must be approved by the Board via a Board Action Item in order to be accepted by the District. The Board reserves the right to refuse to accept any gift or donation involving an improvement that does not contribute to the achievement of District goals, when the costs to the District to maintain the improvement would be prohibitive, or if ownership of such improvement would adversely impact or affect the District.

### **Central Office Support and Training**

The Office of Grant Development operates the School Resource Academy, which builds capacity for fund development in schools as a part of an effort to create greater equity in fundraising

across the District. For more information about School Resource Academy, including the interest form schools can use to apply to participate, can be found on the [website](#).

The [Office of Grant Development website](#) includes the following resources for schools:

- Monthly Grant Opportunities Newsletter
  - Note: The Grant Opportunities Newsletter is also sent to all District staff in the monthly “SDP Connects” email from the Office of Communications.
- The Guide to Fundraising and Grant Writing for Schools
- School Resource Academy, a program wherein schools sign up to send teams of individuals to participate in a series of workshops lead by the Office of Grant Development designed to build capacity for fund development, covering such topics as:
  - Setting equitable priorities for fundraising
  - Asset mapping and network building
  - Various strategies for fund-development (including grant-writing, fundraising events, online fundraising, etc.)
- Other Workshops on request (on topics such as crowdfunding, etc.)

### **Maintenance Schedule**

These Administrative Procedures will be reviewed upon review of the Policy, or upon the occurrence of a triggering event.

### **Legal References:**

1. [24 P.S. § 216](#)
2. 24 P.S. § 707
3. 24 P.S. § 703.
4. [Policy 230 - Public Performances by Students](#)