Process Map for School Grant Application for Grant Managers and School Financial Agents

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┌─────────────────────────────┐
│ A grant opportunity is      │
│ identified                  │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────────────────┐
│ Grant Manager completes Parts I & II of  │
│ MCPS Form 280-60 and submits it, along   │
│ with the grant application and detailed  │
│ budget, to the Division of Management    │
│ and Budget (DMB) *at least two weeks*    │
│ *prior to the application due date.*     │
└─────────────────────────────────────────┘
              │
              ▼
┌─────────────────────────────────────────┐
│ DMB reviews grant proposal and           │
│ application to determine grant category  │
│ [Independent Activity Funds (IAF) Grant, │
│ Central Office Grant, or MCPS            │
│ Educational Foundation Inc. (EFI) Grant].│
└─────────────────────────────────────────┘
              │
              ▼
          ◇ Did the DMB approve the grant application? ◇ ──NO──▶ ( END )
              │
             YES
              ▼
┌─────────────────────────────────────────┐
│ Office of School Support and Well-Being  │
│ (OSSWB) conducts programmatic review     │
│ of the grant proposal and application.   │
└─────────────────────────────────────────┘
              │
              ▼
          ◇ Did OSSWB approve the grant application? ◇ ──NO──▶ ( END )
              │
             YES
              ▼
┌─────────────────────────────────────────┐
│ DMB notifies the school that it is       │
│ authorized to apply for the grant and    │
│ the grant category.                      │
└─────────────────────────────────────────┘
              │
              ▼
┌─────────────────────────────────────────┐
│ School submits grant application to      │
│ grantor                                  │
└─────────────────────────────────────────┘
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◇ Did the school receive a grant award letter? ◇ ──NO──▶ (END)

YES

┌─────────────────────────────┐
│ Grant manager sends the grant award letter to the DMB. │
└─────────────────────────────┘

◇ Was the grant determined to be an IAF Grant? ◇ — ◇ Was the grant determined to be a Central Office Grant? ◇ — ◇ Was the grant determined to be an EFI Grant? ◇

YES / YES / YES

| School's financial agent completes MCPS Form 280-60 Part V-1A | Budget Unit completes MCPS Form 280-60 Part V-2A | EFI completes MCPS Form 280-60 Part V-3A |

| Within 45 days after the end of the grant period, grant must be closed-out. | Within 45 days after the end of the grant period, grant must be closed-out. | Within 45 days after the end of the grant period, grant must be closed-out. |

| School's financial agent completes MCPS Form 280-60 Part V-1B | Budget Unit completes MCPS Form 280-60 Part V-2B | EFI completes MCPS Form 280-60 Part V-3B |

(END)