

6340 – SCHOOL INITIATED PROJECT FUNDING MATCH PROCEDURES

A. DEFINITIONS.

For the purposes of these Administrative Procedures, the following definitions apply:

1. **Applicant:** The principal of the school or designee.
2. **Review Committee:** The committee appointed by the Superintendent to review applications for the School Initiated Project funding match.
3. **School Initiated Project:** A capital improvement project initiated by a school.
4. **School Initiated Project Agreement:** The School Initiated Project Agreement form submitted by the school for consideration and approval by applicable District staff.
5. **School Initiated Project Funding Match Application:** An application for matching funds for a School Initiated Project.
6. **School Initiated Project Match Funding:** The capital funds approved by the Board for the District match to assist in funding School Initiated Projects.
7. **Title 1 School and Priority School Designations:** Designations determined by Elementary and Secondary Leading and Learning for the school year of the application period.

B. APPLICATIONS.

1. Applications for School Initiated Project matching funds shall be submitted on the most current version of the School Initiated Project (SIP) Matching Fund Application (Form 6340F1)
2. The School Initiated Project (SIP) Matching Fund Application must include a School Initiated Project Agreement approved through the Office of Employee Benefits and Risk Management.
3. The School Initiated Project Matching Fund Application must include documentation that the full amount of the school funds being considered for a match is in a District account.
4. Incomplete applications may be considered or returned without review at the discretion of the Review Committee.
5. The application cycle will be in the Fall of each year (October 1 – October 31). An additional application cycle may open in the Spring of each year (February 1 – 28) if all funds are not allocated in the Fall cycle.
6. A school may resubmit an application that was not funded in a prior application period.
7. A school may only submit one (1) project per application cycle, including any unfunded application resubmitted from a prior cycle.

C. REVIEW COMMITTEE.

1. The Review Committee shall consist of one (1) representative from each of the following divisions.
 - a. Elementary Leading and Learning;

- b. Facilities Services;
 - c. Financial Services;
 - d. Government and Community Relations;
 - e. Secondary Learning and Learning; and
 - f. Purchasing (Non-Voting Member).
2. The Review Committee shall be appointed by the Superintendent.
 - a. each representative on the Review Committee shall be a current employee of The School Board of Brevard County, Florida;
 - b. be recommended to the Superintendent by the Division Assistant Superintendent; and
 - c. all members of the Review Committee shall serve until replaced.
 3. A Chairperson and a Vice Chairperson/Secretary shall be elected by a majority of the Review Committee at the first meeting of each fiscal year. The Facilities Services Division will provide support services to the Review Committee.
 4. Review Committee Meetings shall be conducted in accordance with Roberts Rules of Order.
 5. A minimum of four (4) voting members must be present to constitute a quorum.
 6. The Review Committee should endeavor to meet during the first ten (10) business days following each application period. Special meetings may be called by the Chairperson.
 7. The Review Committee may request applicants to clarify their application at a meeting.
 8. Decisions:
 - a. Funding decisions shall be approved by a majority (three (3) members) of the Review Committee.
 - b. All decisions by the Review Committee are final and are not subject to an appeal.
 - c. The applicant and the Board shall be notified of funding decisions within five (5) business days of the Review Committee's final approval meeting.

D. MATCH FUNDING.

1. Matching funds are to be used for capital projects, not furniture, fixtures, and equipment (FFE).
Exceptions may be considered by the Review Committee upon endorsement by the applicable Cabinet member.
2. The Review Committee may award up to fifty percent (50%) of the project cost up to a maximum of Twenty-Five Thousand Dollars (\$25,000).
3. The Review Committee may award up to seventy-five percent (75%) of the project cost up to a maximum of Thirty-Seven Thousand Five Hundred Dollars (\$37,500) for Title 1 and Priority Schools only.
4. District match funding not used in an application period or fiscal year shall carry forward to the following application period or fiscal year.
5. The school must provide their project funds within ten (10) business days of being notified of the award.

The award may be reallocated to another project if the school's matching funds are not available in a timely manner.

6. The value of in-kind services is not an eligible source of school project funds.
7. District funds shall not be released until the school has expended its funds. Purchase orders may be dual funded.
8. A purchase order must be issued within one-hundred twenty (120) days of the Review Committee's approval.

The award may be reallocated to another project if the purchase order is not issued in a timely manner.

9. An applicant who fails to provide their funds or issue a purchase order in the allotted time frame may reapply for District match funds in a subsequent cycle.

E. MATCH FUNDING DETERMINATION.

1. The Review Committee shall consider the following criteria for match fund determination:
 - a. Improving equity across the District;
 - b. Instructional applicability;
 - c. Access to or use of, the project by students, other schools, the local community, etc;
 - d. Availability of other District resources;
 - e. Free & Reduced Lunch ratio of the school;
 - f. Enhanced safety and security;
 - g. Amount of and frequency of prior match funding received by the school;
 - h. Title 1 or Priority School designation; and
 - i. Projects for which there are no other source of funds.
2. A project may receive partial funding.
3. The Review Committee may decline to approve District matching funds for a School Initiated Project if, in the opinion of the Review Committee, the use of District funds for the project is not in the best interest of the District. Such applications may be amended and resubmitted for consideration during a subsequent application period.

F. CONDITIONS.

1. The project must comply with all School Initiated Project requirements to receive matching funding.
2. The project must comply with all District procurement requirements to receive match funding.
3. Annual maintenance, repairs, and replacements of the capital asset at the end of its useful life will be the responsibility of the school unless otherwise stipulated in the School Initiated Project Agreement.

Adopted 9/26/19

Legal
F.S. 1001.41
F.S. 1003.02