

Application

Governing Board Training Reimbursement Grant – Fiscal Year 2014



State Charter School Name:

School Contact for Grant:

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A. Overview

Pursuant to O.C.G.A. § 20-2-2083(b)(12), the State Charter Schools Commission of Georgia (SCSC) must conduct annual training for the governing boards of state charter schools. Members of the governing boards of a state charter school must attend the training provided by the SCSC as required by O.C.G.A. § 20-2-2084(f). The purpose of the State Charter School Governing Board Training Reimbursement Grant is to provide funding to assist state charter schools in facilitating the attendance of governing board members. The funds provided to state charter schools under this grant must be utilized to provide travel reimbursements for mileage and lodging to state charter school governing board members and one school administrator who attend SCSC training provided pursuant to O.C.G.A. § 20-2-2083(b)(12) (“SCSC Board Governance Training”). The funds provided to state charter schools under this grant shall not be utilized for any other purpose.

All expenses reported by the state charter school under this grant must be reported in accordance with the State Travel Policy established by the State Accounting Office. Grant awards will be determined by the SCSC Executive Director and will be allotted as funds are available and in accordance with the State Travel Policy. In the event grant funding is insufficient to provide full awards to all applicants, grant awards will be reduced on a pro-rata basis as determined by the SCSC Executive Director. A state charter school receiving a grant award is responsible for providing travel reimbursements to its governing board members in accordance with the school’s policies and procedures.

B. Covered Expenses

Funding from this grant may be utilized to reimburse state charter school governing board members and **one** school administrator for the **mileage** and **lodging** expenses the incurred by the school as a result of attending SCSC Board Governance Training. Mileage must be calculated in accordance with the State Travel Policy established by the State Accounting Office (available here: <http://sao.georgia.gov/state-travel-policy>). Lodging expenses are only available to state charter schools for governing board members or the school administrator utilizing hotel accommodations at the training site **and** for whom the training location is more than 50 miles (one-way) from both his or her residence and primary work site. **The state charter school is responsible for determining if expenses are consistent with the State Travel Policy and the requirements of this grant.**

C. Unallowable Expenses

Funding from this grant **shall not** be utilized for any purpose other than to reimburse a state charter school governing board member or school administrator for the **mileage** and **lodging** expenses the school incurred as a result of attending SCSC Board Governance Training. Funding from this grant shall not be utilized for travel expenses that are unallowable under the State Travel Policy. Certain expenses allowable under the State Travel Policy, such as meals, per diem, fuel, parking fees, are **unallowable** under this grant. Travel expenses to any training other than SCSC Board Governance Training are unallowable under this grant. Funding from this grant shall not be utilized to reimburse more than one school administrator or employees for attending SCSC Board Governance Training.

The SCSC will not provide funding under this grant for any unallowable expenses.

D. Available Funding and Award Information

Funding for this grant is made available from the SCSC operational budget. The SCSC expects to provide sufficient funding to reimburse each state charter school applicant for each governing board member and one school administrator incurring allowable expenses to attend SCSC Board Governance Training. However, the SCSC reserves the right to reduce available funding. In the event the SCSC reduces available funding, grant awards will be allotted on a pro-rata basis as determined by the SCSC Executive Director.

The SCSC will notify state charter school of grant awards within sixty (60) days of the application deadline. Grant awards will be made to state charter schools through the Georgia Department of Education in a manner determined by the Georgia Department of Education. The state charter school is responsible for providing funding to governing board members and the school administrator in accordance with applicable school policy.

E. Monitoring

All grant awards are subject to monitoring by SCSC staff in accordance with [SCSC Rule 691-2-.03](#). The SCSC may monitor grantees to ensure that grant funding is utilized only for allowable costs and to ensure grantees utilize appropriate financial controls and accounting principles.

F. Application Package

A state charter school requesting funds from this grant must submit the **ORIGINAL HARD-COPY** and an **ELECTRONIC COPY** of all the materials listed below. The electronic copies of **ALL** documents must be in .pdf format. Additionally, the applicant must submit an electronic copy of the **Governance Training Expense Breakdown** in Microsoft Excel format. All electronic materials must be submitted on one single USB drive or CD/DVD and accompany the paper submissions. Email submissions will not be accepted.

- Completed Application Cover Page**
- Completed Assurances (see Section H – Required Forms)**
- Completed SAVE Affidavit (see Section H – Required Forms)**
- Completed Governance Training Expense Breakdown. (Please refer to the SCSC website for the Microsoft Excel version of the Governance Training Expense Breakdown.)**

The Governance Training Expense Breakdown must be completed in Microsoft Excel.

The spreadsheet will calculate eligible covered expenses based on the information reported. The calculation generated by the spreadsheet is subject to verification by SCSC staff and should not be relied upon as the amount of the grant award.

Failure of an applicant to include all required documents may result in no grant funds being awarded to the state charter school. The SCSC reserves the right to request additional documentation from an applicant.

Application packages will not be returned. Please keep a copy for your records. Additionally, please note that all applications submitted to the SCSC are subject to the Georgia Open Records Act.

G. Submission

The application package must be received by **4:00 PM December 20, 2013**.

Applications received after that date will not be considered. Electronic and faxed applications packages will not be considered.

All application packages must be mailed or hand-delivered to the following address:

State Charter Schools Commission
1470B Twin Towers East

205 Jesse Hill Jr., Drive, SE
Atlanta, Georgia 30334

It is the responsibility of the sender to ensure and verify that the application package, in its entirety, is received by the deadline. Due to periodic disruptions in normal mail delivery, the use of an alternative method (e.g., a commercial carrier such as Federal Express or UPS, U.S. Postal Service Express mail, a courier service or personal delivery) to deliver application packages is **strongly** encouraged. Inability of the applicant to establish that the application was received by the deadline may result in a no grant funds being awarded.

H. Required Forms

The following forms must be included in the application package submitted to the SCSC. Any attempt to change or alter the required forms may result in no grant funds being awarded.

(Application continued on following page.)

**State Charter School
Governing Board Training Reimbursement Grant**

ASSURANCES

All assurances must be initialed in **blue** ink by the state charter school’s administrative leader. The state charter administrative leader must sign below the final assurance in blue ink to further indicate understanding and agreement to the requirements this grant.

- _____ 1. The expenses reported to the SCSC through this grant represent only expenses incurred as a result of governing board members attending SCSC Board Governance Training.
- _____ 2. The expenses reported to the SCSC through this grant represent only **mileage** and **lodging** expenses incurred as a result of governing board members attending SCSC Board Governance Training.
- _____ 3. The mileage expenses reported to the SCSC through this grant were calculated in accordance with the Statewide Travel Policy.
- _____ 4. The lodging expenses reported to the SCSC through this grant are only for state charter schools for governing board members utilizing hotel accommodations at the training site **and** for whom the training location is more than 50 miles (one-way) from both his or her residence and primary work site.
- _____ 5. The applicant is not reporting to the SCSC through this grant any additional expenses the school incurred as a result of governing board members attending SCSC Board Governance Training.
- _____ 6. The applicant will only utilize this grant funding to reimburse a state charter school governing board member for the mileage and lodging expenses the board member incurred as a result of attending SCSC Board Governance Training.
- _____ 7. The applicant will utilize this grant funding to reimburse governing board members for attending SCSC Board Governance Training in accordance with the school’s applicable policies.
- _____ 8. The applicant understands that this grant is subject to monitoring by the SCSC.

These assurances are agreed to by:

State Charter School Administrative Leader

Date

Printed Name

SAVE AFFIDAVIT

Pursuant to O.C.G.A. § 50-36-1(e)(2), please complete the following Affidavit. A list of secure and verifiable documents can be found on Georgia Attorney General's website.

By executing this affidavit under oath, as an applicant for the **State Charter School Governing Board Training Reimbursement Grant**, a public benefit as defined by O.C.G.A. § 50-36-1, from _____ [name of government entity], the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) _____ I am a United States citizen.
- 2) _____ I am a legal permanent resident of the United States.
- 3) _____ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: _____.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:

_____.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in _____ (city), _____ (state).

Signature of Applicant

Printed Name of Applicant

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

___ DAY OF _____, 20___

NOTARY PUBLIC

My Commission Expires: