

## Milwaukee Public Schools

### Grants Development Partnership Protocols

#### Definition of a Partnership Grant

A partnership grant is one in which an organization outside of the District is the applicant. Upon award of the grant, the outside organization is the fiscal agent. In a partnership grant, Milwaukee Public Schools District staff work collaboratively with the applicant organization in the development of the grant to ensure its alignment with the District's [strategic plan](#). Each partnership grant will have a central service staff member assigned to it as a contact person.

#### Collaboration with External Partners

The Superintendent and the District's senior executive staff must have ample time to review and approve partnering opportunities, to ensure the proposal's alignment with the [strategic direction and capacity of the District](#).

#### Research

MPS has a process for external organizations conducting research within Milwaukee Public Schools, whether a grant funds the research or not.

- All research conducted in Milwaukee Public Schools must have approval through an IRB type process.
- Research information can be found at: <http://mps.milwaukee.k12.wi.us/en/District/Initiatives/Research-Development/Conducting-Research-in-MPS.htm> and an application is located at: [https://mpsresearch.co1.qualtrics.com/SE/?SID=SV\\_dnZc9KRDks2Kjlz](https://mpsresearch.co1.qualtrics.com/SE/?SID=SV_dnZc9KRDks2Kjlz).

Milwaukee Public Schools has a policy on conducting research in the District. Policy requires that requests to conduct research to meet the following criteria:

- (a) **Significance:** Focuses on matters of concern and potential usefulness to the District, and promises worthwhile contribution to the field of education.
- (b) **Alignment:** Is consistent with the [District's Strategic Plan](#) and goals, as well as with local values and standards.
- (c) **Design:** Basis is on an adequate conceptual framework, research questions, data collection, analysis, and inference procedures.
- (d) **Protection of Human Rights:** Has the approval of the Human Subjects Committee of the sponsoring university or other sponsoring organization, demonstrates procedures for informed consent to participate, maintains confidentiality of information pertaining to students, staff, and the District.
- (e) **Logistics:** Entails minimum disruption of district, school, and classroom operations. Requires a minimum of time contribution from students and staff.
- (f) **Reporting:** Proposes clear and timely arrangements for the dissemination of results to District staff.
- (g) **Costs:** The research applicant shall assume responsibility of any additional costs to the District related to the proposal (e.g., duplicating or programming).

#### Steps to Develop a Partnership Grant

##### Step 1: Identification

Milwaukee Public Schools staff, and external organizations, will bring opportunities for partnership grants to the Milwaukee Public Schools' grants manager through the [partnership grant intent form](#) (see the "Important Forms" callout menu at <http://mps.milwaukee.k12.wi.us/en/District/About-MPS/Departments/Office-of-Innovation/Grants.htm>). Grants Development Services staff will create a grants funding forecast, if senior executive staff requests it.

#### Grants Development

5225 W. Vliet St., P.O. Box 2181 ♦ Milwaukee, WI 53201-2181

Phone: (414) 475-8203 ♦ Fax: (414) 475-8422 ♦ E-mail: [thompsmx@milwaukee.k12.wi.us](mailto:thompsmx@milwaukee.k12.wi.us)

## Milwaukee Public Schools

### Step 2: Prioritization

The grants manager will provide the grants funding forecast to the Superintendent and the senior executive staff for consideration.

If the Superintendent and senior executive staff determine that Milwaukee Public Schools will not pursue the partnership grant, the process ends with notification to the applicant organization.

If the Superintendent and the senior executive staff determine that Milwaukee Public Schools will pursue the partnership grant with the applicant organization, staff will then proceed with the following co-development steps.

### Step 3: Identify a District Lead

The senior executive staff will appoint a district lead to collaborate with the applicant organization in the development of the grant application. The district lead will include the supervisor and the grants manager in communication with the applicant organization, including meeting dates and times.

### Step 4: Co-Develop with the applicant's team

Grants development staff and the district lead will meet with the applicant organization.

Grants development staff and the district lead will coordinate with all appropriate Milwaukee Public Schools divisions.

Grants development staff will also provide information, including copies of the RFP, to stakeholders. Other District staff will be invited to future development meetings, as appropriate.

The district lead will be responsible for ensuring the draft narrative and budget, executive summary, and draft letter of support are provided to the Grants Development. The executive summary will be used to secure the Superintendent's signature on the letter of support.

### Step 5: Review

*Review by the Office of Grants Development Services*

- At least 10 working days before the deadline, grants development staff and the MPS project lead will review the draft of the proposal and budget, to ensure that the proposal articulates a coherent program in alignment with [Milwaukee Public Schools' priorities](#). The Grants Development staff will provide feedback and work with the applicant organization for any necessary adjustments.

*Review and Signature of the Superintendent*

- At least eight working days before the deadline, the grants development staff and the district lead will provide the Chief of Staff and the Superintendent a memorandum describing the grant, an executive summary, and any required signature pages.

*Signature of the Board of School Directors (if applicable)*

- At least six working days before the deadline, the Grants Development staff will provide the Office of Board Governance with a grants memorandum, a copy of the complete proposal, including the budget, and any required signature pages.

### Step 6: Submit

- The applicant organization will be responsible for the timely delivery or electronic submission of the proposal.
- The applicant organization will provide Milwaukee Public Schools' Office of Grants Development and the district lead with a copy of the final submitted proposal, including the budget.

### District Engagement in Partnership Grants

- Contact Grants Development Services directly to facilitate early engagement of the district on grant decisions.
- Milwaukee Public Schools applies for grants in a strategic manner. Grant opportunities must address the needs of the students and align to [district goals and initiatives](#).

### Grants Development

5225 W. Vliet St., P.O. Box 2181 ♦ Milwaukee, WI 53201-2181

Phone: (414) 475-8203 ♦ Fax: (414) 475-8422 ♦ E-mail: [thompsmx@milwaukee.k12.wi.us](mailto:thompsmx@milwaukee.k12.wi.us)

### Milwaukee Public Schools

- When an organization wishes to partner with Milwaukee Public Schools for a grant opportunity, it must fill out a [partnership grant intent form](http://mps.milwaukee.k12.wi.us/en/District/About-MPS/Departments/Office-of-Innovation/Grants.htm) and email it to the grants department Manager (see “Important Forms” at <http://mps.milwaukee.k12.wi.us/en/District/About-MPS/Departments/Office-of-Innovation/Grants.htm>).
- The grants department manager will present the grant opportunities to the senior executive staff for approval.
- The senior executive staff decides as to whether Milwaukee Public Schools will pursue the partnership grant

### Letters of Support

Only the Superintendent of Schools has the authorization to issue a letter of support, or commitment, to accompany a funding proposal that involves Milwaukee Public Schools.

To receive a letter of commitment or support, the requesting organization must provide Grants Development Services with the [partnership intent form](#) and executive summary about the proposed project at least three weeks prior to the grant deadline. Contact Marie Thompson, Grants Manager, at [thompsmx@milwaukee.k12.wi.us](mailto:thompsmx@milwaukee.k12.wi.us) or 475-8203.

Plan at least 10 working days to obtain required signatures. A draft of the requested letter, executive summary of the grant project, the narrative, and budget are requirements (see “Important Forms” at <http://mps.milwaukee.k12.wi.us/en/District/About-MPS/Departments/Office-of-Innovation/Grants.htm>).

### Additional information related to Milwaukee Public Schools Grants

<http://mps.milwaukee.k12.wi.us/en/District/About-MPS/Departments/Office-of-Innovation/Grants.htm>

### Grants Development

5225 W. Vliet St., P.O. Box 2181 ♦ Milwaukee, WI 53201-2181

Phone: (414) 475-8203 ♦ Fax: (414) 475-8422 ♦ E-mail: [thompsmx@milwaukee.k12.wi.us](mailto:thompsmx@milwaukee.k12.wi.us)