

SUPERINTENDENT'S SCREENING COMMITTEE (SSC)

TYPE OF REQUEST: Grants & Letters of Support

DESCRIPTION: Outside organizations, companies, agencies and individuals:

- Seeking a general letter of support from the Broward County Public Schools to include in a grant proposal.
- Seeking a letter of support/commitment from the Broward County Public Schools to include in a grant proposal to implement a program that would involve BCPS, schools or students and wish to know if BCPS is interested in the program, services or materials that would be made available if grant funding is awarded.
- Have been awarded grant funding and did not determine if BCPS or schools would be interested in participation prior to applying for funding. Now seeking participation by BCPS or schools.

REVIEWED BY SSC? Yes

HOW DO I SUBMIT A REQUEST?

Step 1: Read all steps, instructions, and information provided below.

Step 2: Download from the **forms section**:

- Screening Application

Step 3: Complete the Screening Application. In the "Additional Comment" section, briefly explain why you are requesting a letter of support from BCPS.

Step 4: Provide a copy of the grant proposal or information.

Step 5: Submit the completed Screening Application and any required information.

Submit via

1. Email Screening@browardschools.com
2. FAX 754-321-2711
3. Mail Superintendent's Screening Committee
600 Southeast Third Avenue, 2nd Floor
Ft. Lauderdale, FL 33301

HOW MUCH TIME NEEDED FOR REVIEW:

Applicants will receive a response in writing within **three weeks**.

POSSIBLE DETERMINATIONS BY THE SCREENING COMMITTEE

1. Approved – A letter of support will be provided.

2. Denied – A letter of support will not be provided.

3. Need more information – Committee requests more information from the applicant in order to make a determination.

MY REQUEST WAS APPROVED – WHAT DO I DO NOW? Screening Committee provides approval letter.

MY REQUEST WAS DENIED – WHAT DO I DO NOW? All requests are reviewed on an individual basis. The reason for denial will be explained in your response letter. Broward County Public Schools reserves the right to deny any request to participate or provide a letter of support. Therefore, there is no appeal process. All determinations made by the Committee are final.

Typical reasons for denial of a letter of support include (but are not limited to):

1. The program/service is not education-related.
2. The requested letter of support is for a competitive grant. BCPS may also be applying for the same funding.