

Regulation: Funding Proposals, Grants, and Special Projects

All applications for funding grants and special projects must be submitted to the Superintendent (or designee) for prior approval. Money that is received by the District through funding proposals, grants, and special projects shall be reported to the Board of Education and will include an analysis of direct and indirect costs to the District. Said reporting will include information regarding the impact the received money had on student achievement.

1. Before extensive work is completed on a grant proposal or application, the school director or applicant must submit an executive summary (one-page or less) of the grant concept to Superintendent (or designee) for approval. The summary shall include the following:
 - a. Grant objectives;
 - b. Amount of money being requested;
 - c. Description of how funds will be used;
 - d. Description of any “in-kind” contributions that must be made by the District;
 - e. Description of matching funds that must be made available by the District;
 - f. Any reporting requirements; and,
 - g. Information regarding other District departments or personnel that will need to support the implementation of the grant.
2. Once the Superintendent (or designee) has approved the grant concept, the applicant may complete the full grant application.
3. The grant application and any letters of support must be signed by the Superintendent (or designee). These documents may also be signed by the school director but must be initialed by the Superintendent as well – even if the grant does not call for the Superintendent’s signature.
4. Once a grant award is received, the applicant must notify the Superintendent (or designee) so a determination can be made regarding Board acceptance of the grant funds. If Board approval is required, grant funds may not be accessed until formal Board approval is granted. The applicant shall send copies of the grant award letters and a thank you note addressed to the funder to the Superintendent (or designee) as soon as he/she is notified of the award.
5. If the grant requires that a Memorandum of Understanding (MOU) be signed, this must also be sent to the Superintendent (or designee). Only the Superintendent (or designee) may sign an MOU.

6. All grant funds must be expended within the stated grant timeline. Grant funds must be expended only on the activities outlined in the grant timeline. All final reports must be completed by the school within the designated timelines. Grant funds are far more restrictive than General Fund budgets. Plan carefully for the use of grant dollars.
7. The applicant must notify the Finance Department of any grant funds awarded. The Finance Department will identify a grant manager and oversee the budget, allowable costs, and reporting requirements.
8. Additional requirements for technology grants:
 - a. Check with the District Technology Department to ensure they can support the new technology purchases;
 - b. Build the costs for implementation and installation into the grant;
 - c. Realize that matching funds must come from school budgets and work with the school director to ensure these funds are available; and,
 - d. Be aware that supplies/materials and equipment purchased with grant funds will become part of the school inventory.

Approved September 23, 2014.

Revised September 1, 2020.