

Grant Writing Policy and Procedure

If a teacher, administrator, other staff or board member wishes to apply for a grant on behalf of the District, they must first research it, write a short proposal on the merits of the grant, and include specific written answers to each of the following questions:

- Who or what is the funding agency and what is its general purpose in making the grant?
- What is the anticipated amount of that is reasonably likely to be approved if the grant application is successful?
- What information is needed to complete the grant application?
- In what specific ways does this grant align with the District's strategic plan and goals?
- If the grant involves funding a program that will be ongoing in the future, how does the grant address sustainability of funding?
- Does the grant require matching funds from the District? How much and what are the terms?
- What are the reporting requirements and other paperwork burdens of the grant?
- Does the grant include funding that would cover the cost of administrative requirements incurred as a result of the grant?

The proposal is then submitted to the Superintendent or designee. The Superintendent or designee will send the proposal back if there are any unanswered questions.

When the proposal is complete to the satisfaction of the Superintendent or designee, the grant proposal will be submitted to the Board at the next regular or special meeting, with the Superintendent's recommendation either for or against proceeding with the application.

The Board will consider the proposal and either authorize the grant application or deny authorization.

If the Board authorizes the grant, the grant writer will proceed to write the grant application.

The final version of the authorized grant application must be presented to the Board of Education for final approval before the application is submitted to the funding agency or foundation.

The District's Director of Finance is responsible for keeping a copy (either printed or electronic) of each grant application submitted by the District, and other records related to each grant (when written, contact information, why denied, etc.).

All proceeds of grants will be routed to the Director of Finance for deposit and recording in the appropriate District fund.

Unless another staff member is appointed by the Superintendent, the Director of Finance will be responsible for compliance monitoring, reporting, and grant contract administration.