

P1784 GRANTS

BOARD POLICY:

Section A: Grant Proposal Development & Approval. Proposal developers (administrators, teachers, or other staff) will seek authorization from their supervisors to develop proposals, notify the Assessments and Research office of their Intent to Apply and will obtain the approval of the Superintendent (or designee) to submit proposals to funding agencies.

Administrative Implemental Procedures:

1. The decision to seek funding and develop a grant proposal will be based on district priorities, educational needs, and funding potential. Availability of resources necessary for developing grant proposals will help determine priorities.
 - a. Availability of resources necessary for developing grant proposals will help determine priorities.
 - b. Funder's Request for Proposal (RFP) requirements will help determine feasibility of developing grant proposals.
2. Prior to writing a grant proposal, the Proposal Developer will submit an Intent to Apply form to Assessments and Research to minimize conflict or duplication of effort.
3. During proposal development Proposal Developer is responsible for contacting departments in the district affected by grant implementation.
4. Draft proposal will be submitted to Assessments and Research for review and recommendations prior to the Superintendent's approval and submission to the funding agency.
5. After obtaining the Superintendent's (or designee's) signature, a copy of the proposal and RFP will be maintained by the Proposal Developer and copies filed with Assessments and Research.

Section B: Limit Maintained in Building Activity Funds. Under authority granted under Home Rule Resolution No. 1 adopted by the Board of Education on July 12, 2004, school building campuses are authorized to deposit and maintain in a building activity fund grants, gifts, and/or donations that do not exceed \$1,000.00 and that do not require state and federal reporting.

Administrative Implemental Procedures:

6. Grants/Gifts/Donations not to exceed one thousand dollars (\$1,000.00) in total from all sources (cumulative per project/funding purposes/goal), and not requiring state or federal reporting may be deposited and maintained in a school building campus activity fund.
7. Any grant/gift/donation received by a school building campus and/or the District that is over the amount of \$1,000.00 (cumulative per project/funding purpose/goal) will be forwarded to the AMAC District Cashier. A separate account for the site will be established within the Non-Federal Grant Fund.
8. For all grants/gifts/donations over \$1,000.00 that are received by a school building campus or District, the grant/gift/donation manager will follow Section C - *Grant Project Implementation and Management*.

Section C: Grant Project Implementation and Management. The Grant Project Director will contact Financial Services to establish budget and accounts for grants and is responsible for management and implementation of grants according to applicable laws, district policies, and requirements of funding agency.

Administrative Implemental Procedures:

9. Upon notification of a grant award, the Project Director is responsible for notifying Financial Services to establish budget and accounts for grant funds.
10. The district will adhere to guidelines of the funding agency (federal, state, local, or private) when implementing a grant.
 - a. If required by the funding agency, proposed changes in expenditure of grant funds will be brought to the funding agency for prior approval.
 - b. Prior to implementation, Proposed changes in funded projects will be brought to the Superintendent (or designee) for approval.
11. Project Director is responsible for all aspects of program management including:
 - a. Implementing program activities according to applicable laws, guidelines of the funding agency and Board policy
 - b. Expending grant funds
 - c. Maintaining financial records and reports for seven year period
 - d. Completing and submitting all reports and forms required by the funding agency and the district in a timely manner
 - e. Maintaining grant-related files, program results, and project evaluation data
 - f. Filing copies of all reports (including financial) with Assessments and Research.
12. Unified School District No. 259 retains title to facilities, equipment, and materials accruing through grants according to the regulations governing those projects.

Section D: Mini-Grants. The introduction of new ideas and the application of innovative techniques are encouraged by the Board of Education through mini-grants funded by Education EDGE and other funding sources as available.

Administrative Implemental Procedures:

13. The Grants office will provide grant writing training opportunities to those who wish to apply for the Education EDGE mini-grants. School-based licensed district employees are encouraged to prepare and submit Education EDGE mini-grant applications. Annual application, judging, selection, and reporting guidelines will be provided in application materials.

Administrative Responsibility: Learning Services – Assessments and Research; and Financial Services

New Policy: November 2018 P1784