

GRANT/SPECIAL FUNDING APPLICATION FUNDING PROCESS

Employees will follow the procedures listed below to develop proposals for grants/projects to be funded by outside sources; to receive approval for project proposals; to administer funded projects; and to evaluate projects funded by outside sources.

Proposal Development and Approval Procedures:

1. Sources of research and grant opportunities will be obtained from *Grant Seeker*, *Federal Register*, *Catalogue of Federal Domestic Assistance*, *Grant Newsletter*, *Grant Announcements*, etc. Current information on grant proposals and special funding will be provided by the Coordinator of Grants and Public Relations. Dissemination of grant information to interested buildings, administrators, and teachers will occur internally through the *Curriculum Corner*, the *Superintendent's Newsletter*, and memorandums.
2. Any employee wishing to develop a proposal will review the preliminary plans for the proposal with his/her immediate supervisor, the Grant and Public Relations Coordinator, administrators whose responsibility may be effected by the receipt of the grant, the school district Treasurer, and the appropriate central office supervisor.
3. If preliminary plans are approved, the Grant and Public Relations Coordinator, working with a grant-writing team if necessary, will provide the employee with appropriate guidelines and forms from the granting agency.
4. The employee will develop the proposal, with the assistance of the Grant and Public Relations Coordinator, and submit the proposal along with supporting data and documents to the responsible central office supervisor for review, proofing of the application, and approval.
5. After review and verification of the proposal, the Grant and Public Relations Coordinator will submit the proposal, including proposed methods of funding, to the Superintendent for approval.
6. The Superintendent will submit the approved proposals to the Board of Education for approval. The Superintendent and Grant and Public Relations Coordinator will work with the Treasurer in assigning approved projects a tentative financial account.
7. After Board approval, the Grant and Public Relations Coordinator, working with the employee, will submit the proposal to the grantor for agreement and negotiate terms of a contract.
8. If the grant or special funding is awarded to the school district, the following procedures will be followed:

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9. Meet with the grant-writing team and the building personnel to review the grant application.
10. Develop a management plan for grant implementation.
11. Set schedule for writing updates on the progress of grant implementation.
12. Provide the Board with an on-going assessment of the grant's implementation relative to the district's goals and objectives.
13. Provide final written report which is submitted to the grantor as well as to the Board of Education.

The grant application process will utilize the attached forms in carrying out the procedures.

Adopted by Board: January 11, 1996