

FUNDING PROPOSALS, GRANTS AND SPECIAL PROJECTS

ADMINISTRATIVE GUIDELINES

The following procedures are required for all projects funded by outside services, to include grant proposals, privately funded initiatives, gifts, and bequests:

- All proposals will be submitted with supporting documentation to the Assistant Superintendent for Finance & Operations/School Business Administrator.
- The Assistant Superintendent will review all proposals and discuss recommended modifications with the grant initiator.
- The Assistant Superintendent will submit the finalized proposal, along with a proposed method of funding, to the Superintendent for approval.
- The Assistant Superintendent will assign an account manager to each approved proposal and will ensure the project's solvency, compliance with the terms of the contract, and inclusion in the district's operating budget.
- The Assistant Superintendent will prepare a quarterly report for the Superintendent, indicating the status of all grants applied for and received by the District.

Adopted: May 21, 2019