

Noninstructional Operations and Business Services

Acceptance and Use of Grant Funding

I. Purpose

This policy defines the parameters for grant submittals and, if approved, implementation of the grants.

II. General Statement of Policy

The school district supports individuals or groups who seek additional funding through grant applications. The approval of the grant and the monitoring of the funding will be controlled and maintained by the school district to ensure that the interests of all students are met. Grant applications must align with the mission and goals of the district, school or individual program.

III. Definitions

- A. "Grant" is the funding from a source outside the district's routine revenue sources. This includes local, state and national organizations, businesses, foundations, government agencies and individuals.
- B. "Matching funds" are funds required to be provided by the district in order to meet the shared funds from the grant. These funds must be identified prior to the grant being submitted and approved by the superintendent.
- C. "Administrative contact" is the administrator designated by the superintendent who will serve as the contact for all grant applications and reviews.

IV. Approval of Grant Writing Funding

- A. Any staff or school-sponsored organization or club may seek grant funding support to address a specific need or enhance identified educational experiences and opportunities. Any individual or group seeking a grant application must initiate a contact with the director of teaching and learning to ensure district guidelines and timelines are met.
- B. An approved grant application must meet the following considerations to receive approval by the superintendent:
 - 1. An identified need must be established.
 - 2. A grant application must be completed in full, including all supporting documents.

3. All matching funds must receive the superintendent's approval prior to the grant being forwarded to the school board.
 4. Funding for the grant must be in accordance with district accounting procedures.
 5. The value of services to the district will be balanced against the commercial gain of the grantor on applications that involve commercial businesses, companies or organizations.
 6. The district retains the right to restrict the recognition given to a private business or company related to grants.
- C. As necessary, the superintendent will forward grant applications to the school board for approval.

V. Accounting of Grant Funding

- A. All funds raised from grants will use district accounting procedures. The funds must be used as designated in the grant.
- B. All reports and evaluations of the grant must be completed by the individual or group completing the application.

VI. Documentation of Grant Applications and Materials

Records of all grant applications and approved grants will be maintained at the district office. These materials will be shared with the public upon request.

Policy
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INDEPENDENT SCHOOL DISTRICT 273
Edina, Minnesota