

## **GRANTS**

Proposals for grant-funded projects must be authorized by the Superintendent and approved by the Board of Education. A grant awarded to the Office of Education must be officially accepted by the Board of Education.

Before seeking and ultimately requesting preliminary authorization, the Superintendent's designee(s) shall assess the grant's viability by addressing the following questions.

1. Is the purpose of the grant consistent with the mission and/or goals of the Office of Education?
2. Is the grant donor/organization acceptable to the Office of Education?
3. Would the administration/management of the grant create an excessive workload for the responsible staff member? Require the hiring of additional staff?
4. Would acceptance of the grant establish a program that the Office of Education would be obligated to continue when the grant funds are exhausted?
5. Would acceptance of the grant bring hidden or excessive costs to the Office of Education?
6. Would acceptance of the grant place restrictions on existing Office of Education programs?
7. Would the grant be in the best interests of students and public education?
8. Would acceptance of the grant imply endorsement of any business or product?
9. Would acceptance of the grant imply that the Board or staff ascribe to a particular belief or ideology?
10. Is the grant in conflict with any provision of federal or state law or the adopted policies of the Board of Education?

## **Business and Non-instructional Operations    Administrative Regulation 3291(b)**

### Programs or Special Projects

To assist the administration in determining the total cost of a proposed new program or special project to be funded by the grant, the Superintendent or designee(s) shall complete a Special Project Financial Impact Summary form (Exhibit 3291) and provide it for the Board's review prior to the Board's final approval and acceptance of the grant.

### Preparation of Grant(s) for Board of Education Acceptance and/or Approval

- Grants of \$5,000 or more
  1. Staff shall prepare a more detailed (comprehensive) "Superintendent's Recommendation for Board Action" form, and a "Special project Financial Impact Summary" form, and receive Board of Education approval before pursuing grants in excess of \$5,000.
- Continuation of Grant Funding (multi-year grants)
  1. Once approved by the Board of Education, and unless requested by the Superintendent or Board, applications for the continuation of grant funding do not have to be returned to the Board for approval. However, a complete "Special Project Financial Impact Summary" form must be prepared for Board of Education review prior to the board's action to approve acceptance of grant continuation funding.
- Grants up to \$5,000
  1. Initial Board of Education approval will not be required for grant applications \$5,000 and under. However, pursuit of such grants must be approved by the Superintendent's Cabinet and the information shared with the Board of Education.
  2. A "Special Project Financial Impact Summary" form must be prepared for Board of Education review prior to Board action accepting the grant award.