

**CODE: DD**

## **GRANTS**

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### **A. System-Wide Grants**

The School Committee encourages the Superintendent/designee(s) to pursue federal, state, foundation, corporate and other grants for the support of the schools and the enhancement of educational opportunities. The Superintendent is expected to be alert to potential sources of grant funding and to make recommendations for School Committee action. All grant applications or proposals must be approved by the School Committee prior to submission to the funding agency.

It is the policy of the School Committee to comply with all Federal and State requirements that may be a condition of receipt of grant funds.

When a grant application or proposal is presented to the School Committee for its approval, the Superintendent/designee(s) will advise the School Committee as to whether additional staff will be needed to support the implementation of the grant and to maintain records that may be required by the granting entity; the availability of resources if matching funds are required; whether additional resources will be needed for continuation of the program when the grant expires; and measures that will be used to evaluate whether the objectives of the grant are being achieved.

### **B. School Grants**

Grant applications and proposals that apply to individual schools must be submitted to the building principal, who will make a recommendation to the Superintendent. The Superintendent may present the grant application or proposal to the School Committee for its approval.

Requests from PTA's and other school affiliated groups for the schools to apply for grant monies must be submitted to the Superintendent, who will make a recommendation to the School Committee.

### **C. Fund Management and Recordkeeping**

All grant funds received will be deposited into School Department accounts. Applicable Federal and State regulations, School Committee policies and school unit administrative procedures regarding purchasing, contracting, expenditures, and accounting will be followed in the administration and monitoring of grant funds. Staff positions created through grant funding will be filled pursuant to School Committee policy.

The Superintendent/designee(s) may establish additional procedures for grant applicants, coordination of grant proposals, and for oversight and administration of grants received.

The Superintendent/designee(s) will keep accurate records of all grant expenditures and will report quarterly on all grants received.

D. Mini-Grants

Individual teachers, coaches or advisors may investigate eligibility requirements for foundation, corporate, and other grants that will benefit a classroom or specialized group or team. The building principal [or the Superintendent, upon recommendation of the building principal] is authorized to approve applications/proposals for such “mini-grants” as long as they do not exceed \$500.00, require matching or non-budgeted funds, or impose a continuing obligation.

All mini-grants will be deposited into School Department accounts.

Awards of mini-grants will be reported to the building principal, who will inform the Superintendent. The Superintendent will report such awards to the School Committee on a quarterly basis.

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Cross Reference: KCD - Public Gifts/Donations to the Schools

Adopted: October 19, 2004

Revised: July 12, 2011