

# Greater Albany SD 8J

## Administrative Regulation

Code: **DD-AR**  
Adopted: 11/92  
Revised: 3/12/01, 2/12/07  
Orig. Code(s): AR 7600

### **Grant Applications and Procedures**

Grants: Financial or material goods given to the district with requirements, including but not limited to, year-end reports or documentation of use of the gifts from the granter after the time the grant is received.

#### **Grant Application Procedures**

When a district staff member wants to apply for grant funds, he/she will complete the Grant Application Notification Form. The form and a copy of the application will be sent to the assistant superintendent's office. Both documents must be received by the assistant superintendent's office at least one week in advance for the application's deadline. If approved by the staff member's supervisor, applications for grants may proceed while the notification form is being processed.

Grants may be accepted for the district only by the Board, the superintendent or the superintendent's designee.

The financial management of all grants will be coordinated at the district office. The business department will coordinate the fiscal reporting associated with the receipt and distribution of grant funds.

The Grant Application Notification Form will include the following information:

1. The grantor;
2. The grant's deadline, expected date of notification and expected date of award;
3. The name of the project coordinator;
4. Description of request;
5. Signature of principal or supervisor;
6. Statement indicating how the grant aligns with state, district and school goals;
7. Description of district obligations if the grant is awarded.

Based on information presented in the Grant Application Notification Form, the assistant superintendent or designee, will determine whether a grant application will proceed.

If a Grant Application Notification Form is not approved by the assistant superintendent or designee, the principal or supervisor of the person submitting the form may present a written appeal to the superintendent for review and action.

#### **Grants Requiring District Funds**

Some grant programs require the district to provide matching funds or other in-kind contributions. Even though no money may be budgeted for this purpose in the regular budget, the district recognizes this may

be an appropriate use of district funds. Staff members seeking funds for grants must contact the district business director and other appropriate administrators to identify possible sources of funds in existing accounts for matching grant programs.

### **Procedures for Receipt of Grant Awards**

When notice of a grant's award or denial is received, a copy of the notification letter and all accompanying documents will be forwarded to the assistant superintendent or designee to be retained on file in the instruction department. The assistant superintendent or designee will forward notification of grant awards to the business office.

The superintendent and/or assistant superintendent may approve supplementary awards and subsequent detailed budgets for grant projects previously approved by the Board.

The business department will prepare and retain copies of all fiscal reports or documents required by a funding agency.

The project coordinator will be responsible for monitoring budgets and making sure that the expenditure of project funds is in accordance with funding regulations.

The project coordinator will maintain monthly bookkeeping records of project expenditures and other nonfiscal records required by the funding agency.

Finances and materials purchased with grant funds that are received by district employees as a result of their employment are the property of the district.

**Grant Application Notification Form**

Project Coordinator: \_\_\_\_\_

School(s): \_\_\_\_\_

Funding Source: \_\_\_\_\_

Deadline Date: \_\_\_\_\_ Grant Notification Date: \_\_\_\_\_

**Summary of Qualifications**

Grant Award Date: \_\_\_\_\_ Grant Amount: \_\_\_\_\_

Description of Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grant aligns with the following school goal(s): \_\_\_\_\_  
\_\_\_\_\_

Grant aligns with the following district goal(s): \_\_\_\_\_  
\_\_\_\_\_

What financial commitment is the district/school making if the grant is awarded? \_\_\_\_\_  
\_\_\_\_\_

What human resource commitment is the district/school making if the grant is awarded? \_\_\_\_\_  
\_\_\_\_\_

Project Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal or Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date Project Coordinator is given approval to submit application: \_\_\_\_\_