

## Grant Procurement

The district will pursue funding opportunities that are consistent with district priorities from federal, state, and other governmental units, as well as from private and foundation sources.

The following rules will govern the implementation of this policy. The purpose of these rules is to outline the process by which district employees may pursue grant funds in accordance with Board policy and the criteria to be used in evaluating grant proposals.

1. Attempts should be made by the district to seek funding opportunities that do not require the district to use its general funds to continue program activities once the grant source or categorical dollars have been discontinued. No request for categorical assistance requiring continued support from district budget funds will be approved unless specifically authorized by the superintendent.
2. Employees intending to pursue grants are encouraged to contact, as early as possible in the application process, the superintendent or person designated by the superintendent to oversee the grant's process, to receive tentative approval to proceed with an application.
3. The superintendent or designee will assist grant applicants to identify other important communication/coordination points, such as other sites or individuals involved with the same or similar grants, cooperating agencies working with the district that are potentially impacted by the grant and other agencies, corporations, or individuals with a significant interest in the proposal.
4. Grant applicants also will be responsible to communicate with the appropriate principal and site council regarding the development of the proposal.
5. Grant proposals will be reviewed by the superintendent's staff prior to submission. Approval will be based on:
  - a. Consistency of the proposal with the educational program;
  - b. Compliance with district policies and collective bargaining agreements;
  - c. Whether the proposal represents an efficient use of district human resources;
  - d. Congruence with school improvement plans, other district programs, the Oregon Educational Act for the 21st Century, budget and facility requirements;
  - e. The overall quality of the proposal;
  - f. Provision for indirect costs where not otherwise prohibited.

6. The superintendent or designee is authorized to approve submission of grant proposals and to enter into contracts on behalf of the district for receipt of grant funds consistent with Board policy.
7. The superintendent or designee will provide quarterly reports to the Board on district grant activity. The Board must approve expenditures of all grant appropriations.

END OF POLICY

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**Legal Reference(s):**

[ORS 294.100](#)

[ORS 294.305 - 294.565](#)

[ORS 332.075](#)