

**FEDERAL PROGRAMS, GRANTS, FOUNDATIONS
AND OTHER PRIVATE PROJECT PROPOSALS**

Dates (Adopted/Revised)	Guide Words
Adopted November, 1988 Revised November, 2004	Federal Programs Foundations Grants Projects

District employees desiring to write a proposal to federal, state, or other funding agencies for programs or projects may elect to submit the "Gaining Approval to Write a Grant" form to the district offices for Administrative approval. District employees desiring to write such a proposal must allow at least one week from the time of delivery for administrative approval.

District employees desiring to submit a proposal to federal, state, or other funding agencies for programs or projects are required to submit the proposal and the "Gaining Approval to Submit a Grant" form to the district offices for Administrative approval, prior to the proposal deadline. Applications arriving at the district offices within one week of the proposal deadline may not be processed in time for submission.

Any proposal that is to be submitted for funding must adhere to the following guidelines:

1. If a program or project will include the use of technology, the applicant must obtain approval from the Technology Department by completing and obtaining the authorized signatures on the "Software/Hardware Adoption Procedures" form, before submitting the "Gaining Approval" form(s).
2. If a program or project will include any alterations or constructions to be performed with respect to district facilities or grounds, the applicant must obtain approval from the Grounds and Maintenance Department by completing and obtaining the authorized signatures on the "District Volunteers Construction Project Application," before submitting the "Gaining Approval" form(s).
3. As required by the "Gaining Approval" forms:
 - a. The applicant must document how the proposed program or project aligns with the district's mission, strategic plan, and school improvement plan and how it will improve student learning in the subject matter to be addressed.
 - b. The applicant must list the instructional outcome and objectives of the proposed program or project.
 - c. The applicant must specify any in-kind or on-going costs associated with the program or project, such as: equipment, computers, power, water, transportation, and staff.
 - d. The applicant must specify any alterations or construction to be performed with respect to district facilities or grounds.

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- e. The applicant must specify any technology software or hardware that will be utilized.
 - f. The applicant is responsible for obtaining their Principal's or Supervisor's signature before submitting the "Gaining Approval" form(s). All other administrative signatures will be obtained internally through administration.
 - g. The applicant is responsible for submitting an approximately 250-word summary of the application, for any application requiring School Board approval. The summary must be submitted in time to be included in the School Board's minutes and packet.
 - h. The applicant must detail a budget either in the "Gaining Approval" form(s) or in the proposal. The detailed budget should include categories, such as: Salary, Stipends, Benefits, Training, Equipment, Supplies, Staff Travel, Student Transportation, Contracted Services, or Evaluation. All salaries, stipends, or benefits must adhere to the amounts established annually by the district's Business Office.
4. The applicant is required to include indirect costs in the budget for proposal requests that total more than \$5,000. Indirect costs must adhere to the amount established annually by the district's Business Office.
 5. The applicant listed on the "Gaining Approval" form will be responsible for providing the district's Business Office or grant personnel with a copy of the award letter or notification letter and any legal or accounting documentation provided by the funding agency. The applicant must also clearly identify, for the district's Business Office or grant personnel, when any fiscal or performance reports are due. The applicant must file any performance reports with the funding agency on time, and must provide a copy of the report to the district's Business Office or grant personnel.
 6. All provisions of the proposal must adhere to district policies and procedures.