

A. Application Process.

1. The Superintendent will identify the individual(s) responsible for the development and writing of grant proposals.
2. The grant writer shall confer with District Administrators and the Superintendent during the grant writing process.
3. The goals and objectives of the grant shall be in accordance with the District's mission.
4. The grant application will be reviewed by the Superintendent and will require School Board approval.

B. Procurement of materials and equipment.

1. Proposed budget forms shall be reviewed by the Director of Finance, including equipment and materials to be purchased.
2. Proposed personnel needs shall be reviewed by the Director of Human Resources and shall be consistent with current hiring procedures. The hiring process will include protection of personally identifiable information.

C. All individuals involved in the grant writing process will adhere to School Board Policy 6.27, Professional Ethics.

D. Any capitalized equipment procured with grant funds will receive a property control number.

E. The grant approval letter with the budget form will be provided to the Director of Finance for a project number. The project number will be utilized to monitor expenditures.

F. Records shall be maintained in accordance with educational records retention rules.

- G. Financial reporting requirements for a project will be maintained by the Director of Finance.
- H. The grant writer will review accomplishment of project goals with the Superintendent and District Administrators. If required by grantor, will provide a project summary at the end of the grant period.

ADOPTED: 08/08/2016