

## **708 DISTRICT ACCEPTANCE AND USE OF GRANT FUNDING**

### **I. PURPOSE**

The purpose of this policy is to define the parameters for grant submittals and, if approved, implementation of the grants.

### **II. GENERAL STATEMENT OF POLICY**

The school district supports individuals or groups who seek additional funding through grant applications. The approval of the grant and the monitoring of the funding shall be controlled and maintained by the school district to ensure that the interest of all students are met. The grant applications must align with the mission and goals of the district, school or individual program.

### **III. DEFINITIONS**

- A. Grant – Funding from a source outside the district’s routine revenue sources. This includes local, state and national organizations, businesses, foundations, government agencies, and individuals.
- B. Matching Funds – Funds required to be provided by the district in order to meet the shared funds from the grant. These funds must be identified prior to the grant being submitted and approved by the superintendent.
- C. Administrative Contact – The superintendent will designate the administrator who will serve as the contact for all grant applications and reviews.

### **IV. APPROVAL OF GRANT WRITING FUNDING**

- A. Any staff or school-sponsored organization or clubs may seek grant funding support to address a specific need or enhance identified educational experiences and opportunities. Any individual or group seeking grant application must initiate a contact with the identified administrator coordinating grant writing efforts in the district to ensure district guidelines and timelines are met.
- B. An approved grant application must meet the following considerations to receive approval by the superintendent :
  - An identified need must be established.
  - A grant application must be completed in full, including all supporting documents.
  - All matching funds must receive the superintendent’s approval prior to the grant being forwarded to the school board.
  - Funding for the grant must be in accordance with district accounting procedures.

- The value of services to the district will be balanced against the commercial gain of grantor on applications that involve commercial businesses, companies or organizations.
- The district retains the right to restrict the recognition given to a private business or company related to grants.

## **V. ACCOUNTING OF GRANT FUNDING**

- A. All funds raised from grants will use district accounting procedures. The funds must be used as designated in the grant.
- B. All reports and evaluations of the fund must be completed by the individual or group completing the application.

## **VI. DOCUMENTATION OF GRANT APPLICATIONS AND MATERIALS**

The district office will maintain a record of all grant applications and approved grants for the school district. These materials shall be shared with the public upon request.

Policy Adopted: 7/16/01  
Policy Revised: 12/17/01, 3/18/19  
Alexandria Public Schools - No. 206  
Alexandria, Minnesota