

GRANTS

The Centennial School Board recognizes the value of external funding in support of public education.

The Superintendent is responsible for the implementation of this policy.

Policy: 4.1

Adopted: 08/15/78

Amended: 10/14/86

..... 04/09/91

..... 11/15/94

..... 03/09/99

..... 11/11/03

..... 04/14/09

NON-INSTRUCTIONAL OPERATIONS 4.0

GRANTS

I. Definition

A sum of money or a gift of materials or services to Centennial School District in the name of a grantor that is designed to assist in the conduct of programs and activities as specified in the approved proposal.

II. Pre-Application Requirements

- A. All staff members interested in applying for grants will submit to the Grants and Partnerships Office a pre-application request which will include:
 - 1. A clearly stated objective.
 - 2. An estimated budget indicating the amount of funding and the amount of local funds required.
 - 3. Personnel requirements, as applicable.
- B. A representative from the Grants and Partnership Office will review the pre-application request with the appropriate administrators.
- C. A recommendation to proceed with such a proposal will be forwarded to the Superintendent.

III. Application Requirements

- A. Upon notification of approval, the staff member and the representative from the Grants and Partnership Office may proceed with the application for the grant.
- B. Permission to apply for grants will be forwarded for Board action.
- C. When application deadlines do not allow for Board action prior to application being submitted, the application will be submitted by the deadline and be placed on the next meeting agenda for Board action.

IV. Permission to Accept Funds

Upon notification of project approval by the appropriate agency, the representative from the Grants and Partnership Office will forward the funding approval to the Board for action.

Administrative Procedures Regarding
Grants and Contracts
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V. Accounting for Funds of Project

The financial accounting for grant awards will be the responsibility of the Business Office.

VI. Completion of Project

When applicable, final project reports (other than financial) shall be forwarded through the appropriate supervisor to the Superintendent who will share these reports with the Board.

VII. Annual Project Renewal

The procedures described in items I. thru VI. above, must be followed for all projects due for renewal.