

FUNDING PROPOSALS AND APPLICATIONS

Grants may be initiated by citizens, teachers, individuals, or departments independently of the Administration Offices; all grants must be reviewed and approved, however, by the Superintendent's Office prior to submission to funding agencies. The Administration Office will provide assistance and, where necessary, write grants for any department in the school district.

The superintendent should sign all grant requests for the school district and the Board of Education will give final approval.

Proposals for grant extensions or continuing grants should be reviewed by the appropriate Administrative Office and signed by the superintendent before submission to funding agencies.

Developers of grant requests should use the following guidelines:

1. Program purpose:
Specific benefits to be derived from the proposal by:
 - a. target population
 - b. school district
2. Needs:
Does the proposal address an unmet need of:
 - a. school district?
 - b. specific population in the school district?
3. General Approach:
How will proposed services to be derived from the proposal be delivered?
 - a. direct services to target population
 - b. research implications
 - c. links with identified goals of the Board of Education
4. Innovative nature:
 - a. links with existing programs
 - b. responds to identified problems
5. Anticipated outcomes:
The proposal should state in specific terms the expected outcome anticipated at the conclusion of the grant period.
6. Resources needed:
The proposal should contain a detailed budget of all financial resources needed to operate the proposed program. If funding is needed from more than one source, specific sources and amount of requested funding are to be detailed. If

funding is to be provided from Board of Education funds, prior approval must be obtained from the Superintendent and the Board of Education.

7. Post Grant Funding:

Does the proposal require funding after termination of the requested grant? If so, where will the needed resources come from?

8. Evaluation:

Does the proposal provide for evaluation?

(ADOPTION DATE: December 1, 1983)

(REVIEWED DATE: April 13, 2004)

(REVISION DATE: January 15, 2008)