

## GRANT WRITING

To ensure personal, fiscal, and academic accountability within the district, all grants proposed and developed must follow the steps outlined below:

1. Grant applications should document how funds will support the District's Strategic Plan and also ensure that programs instituted will assist in meeting or exceeding the academic standards and goals of the district.
2. Any individual or group that is interested in applying for any internal or external grant must complete and submit the Grant Writing Checklist.
  - a. A completed grant checklist shall be reviewed and approved by the Superintendent or designee prior to the submission of the grant application. A copy of the completed checklist will be kept on file with the grant application.
3. All grant monies and funds shall be closely monitored to ensure that grants are used to the greatest benefit while maintaining fiscal integrity within the district.
  - a. The Executive Director for Finance will develop an accounting system to be used for all internal and external grants awarded. The accounting system will be submitted to the school board as part of the budget process and will use standardized methods for tracking grant funds and reporting grant status.
  - b. The board will be apprised of grant status regularly in the district financial reports to the board.
  - c. Financial accountability is the responsibility of the applicant and the Building Administrator or District Administrator. Any unspent money will be disbursed per the guidelines of the grant. If overspent, the Building Principal or District Administrator will be responsible and shortfalls will be made up with those allocations.
4. Signatures should be secured a minimum of one week prior to the grant due date.