

4120	Grants Policy
Approval Date:	February 2013
Category:	Fiscal Management
Governance Accountability:	Board of Directors, Leadership
Audience:	Volunteers, Donors

All Grants applied for using Pine Lake Preparatory Name, TAX ID #, 501(c)3 information, etc. will be submitted by/for Pine Lake Preparatory employees under direction of Pine Lake Preparatory School Head of School.

When possible, the application for and approval of Pine Lake Preparatory grants will be geared towards the benefit of and use by the entire school as a whole.

The Grant Partnership consisting of a Pine Lake Preparatory Board Member Liaison, Pine Lake Preparatory Head of School members, AP's and volunteers may research and put forth Grant Proposals for Approval (prior to submission to Grantor). The Pine Lake Preparatory Board Member Liaison will provide Quarterly updates via the Pine Lake Preparatory Board agenda and an annual summary for budgeting purposes (created by the Controller).

Grant proposals must specifically identify conditions of use of funds, reporting requirements, term of grant and funding mechanism.

Monies received will go into specifically identified Grant Revenue and Expense line items on the Pine Lake Preparatory monthly and annual budgets.

Monies will be coded to the Revenue and Expense line item accounts and further broken down/tracked/reported, by individual Grant, via other tracking methods by the Controller.