

## INSTRUCTION

### Special Instructional Programs

Applications for special funds or categorical grants shall be based upon the needs of the students, staff, or facilities within the school district. Such applications may be related to tax needs of a particular building or the district as a whole. Each proposal for special funding must address the following points:

1. Needs: The proposed writer should succinctly state the specific needs at which the proposal is directed. Hard data should be supplied.
2. Objectives: The stated needs should be converted into objectives. What does the project hope to accomplish?
3. Procedures: The action plan should be stated. How will the objectives be accomplished?
4. Evaluation: What kind of data will be collected? Who will collect it?

The proposed writer should also develop a tentative budget which includes proposed expenditures and proposed revenues. A timeline should also be included which shows the submission data deadline, funding agency approved data, and the project status data. The proposed writer must identify any district obligations that will occur as a result of securing a grant award.

A building level proposal must have the approval of the principal before submission to the district office. Proposals must be submitted to the superintendent at least two weeks prior to submission to the board of directors.

When a project is approved, the business office will be given a copy of the grant award notice and shall establish the appropriate accounting procedures for operating the special program.