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| Windsor Southeast Supervisory Union | WSESU Code: F41 |
| Policy Statement | First Reading: 10/28/2019 Second Reading: 11/21/2019 Date Adopted: 11/21/2019 |

Grant Writing

It is the intent of the Windsor Southeast Supervisory Union and all three of the member districts (Hartland, Mount Ascutney, and Weathersfield) to ensure that all grants are managed efficiently using standard governmental accounting practices. Therefore, it is the policy of the supervisory union that all grants that add to local revenue be approved by either the building Principal, Support Services Director, Superintendent, and/or Director of Curriculum and Instruction before an application for said grant is sent. Before approval, the administrator shall receive a copy of grant parameters, the completed application with the intended use for the money, and a budget that outlines specific uses for the money according to object codes permitted by government regulation (ie., supplies, contracted services, equipment, wages, etc.). Once the grant application is approved a copy of grant notice and the approved budget shall be sent to the Business Manager and the Central Office Grant Manager along with any specific reporting or monitoring conditions. The Business Manager shall reserve the right to return any unspent money after one fiscal year.