

Funding Proposals, Grants and Special Projects

To avoid confusion and to ensure coordination of all funded projects, the following procedures shall be used in submitting requests for new projects and for preparing new proposals.

Grant requests may be initiated by citizens and/or staff members, but must go through building administrators and the superintendent or assistant superintendent prior to writing the grant proposal. All grant writers shall prepare a capsule written description of the project and submit it, along with a request for approval, to the superintendent or assistant superintendent for preliminary approval.

Developers of grant requests shall use the following guidelines to determine whether specific grant opportunities should be pursued:

Program purpose

1. Evaluate the grant against major system priorities and/or school improvement plans.
2. Define specific benefits to be derived from the proposal by the target population.
3. Define specific benefits to be derived from the proposal by the school district.

Need

1. Does the proposal address an unmet need of the school district?
2. Does the proposal address an unmet need of a specific population in the school district?

General approach

1. How will services derived from the proposal be delivered?
 - a. Direct services to target population?
 - b. Research implications?
 - c. Links with identified goals of the Board?

Innovative nature

1. Links with existing programs?
2. Responds to identified problems?

Anticipated outcomes

The proposal should state in specific terms the expected outcome anticipated at the conclusion of the grant period.

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

Evaluation

How will the outcome be evaluated?

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Garfield School District No. Re-2, Rifle, Colorado