

IDENTIFICATION OF GRANTS/AWARDS

NEGOTIATING AWARDS WITH FUNDING SOURCES

The Superintendent or designee should be the primary negotiator for the Lyon County School District. The contact person should be the Superintendent or designee for all awards.

A grants department handbook will be maintained outlining specific procedures.

OBTAINING SCHOOL BOARD AND/OR SUPERINTENDENT APPROVAL

Once the award letter is received, the award must be accepted by the Superintendent or their designee. Lyon County School District employees are not allowed to accept awards on behalf of the District Office or any of the school sites without prior approval of the Superintendent or their designee. No encumbrances shall be created prior to the acceptance of the award letter.

Policy #DH
Adopted 07/28/15

IDENTIFICATION OF GRANTS/AWARDS - Administrative Regulations
LCSD Sites Grant Application Protocol Guidelines

1. Anyone desiring to apply for a grant must have pre-approval from the site principal. If permission is given, the site is to print the Grant Request Form.
2. A Grant Request Form (found on LCSD website) must be completed, reviewed and signed by the Site Principal. Once signed, the Grant Request should then be scanned and emailed to the LCSD Grants Department Manager. (Request a “Read Mail Receipt” option for your file.)
3. The Site Grant Contact person should be ready to answer any questions from the District Grants Manager or appointed Grants Coordinator, following a review of the Grant Request form.
4. The Grant Request Form will be routed through District Office Administrators and the Superintendent to determine if they approve the Site to apply for the grant. If approval is given, the District Grants Manager or appointed Grants Coordinator will alert the site and relay determination of any information about writing the application.
5. If determined, the Site Grant Writer is to work with the District Grants Manager or Grants Coordinator. It is possible that the District Grants Department Contact will have some suggestions for the Site Grant Writer such as changes in the narrative or budget, etc. In that case, once the changes are made, that too must be shared with the District Grants Contact to review. The grant application must be complete and submitted to the District Grants Manager at least 10 working days prior to the application due date.
6. Once the completed grant application is received and approved by the District Grants Manager, it will be submitted to the Superintendent for final review and approval signature. The application then will either be submitted by the Grants Department Manager or the Manager will instruct the Site to send their application by internet submission.
7. A final copy of the grant application is to be kept on file in the Grants Department Office and at the Site.

Please visit the LCSD Grants Office website for application forms.

<http://www.lyoncsd.org/grants-92dbe0e5>