

PROCEDURE – FEDERAL AND/OR STATE SPECIAL INSTRUCTIONAL PROGRAMS

2104P

Applications for special funds or categorical grants shall be based upon the needs of the students, staff or facilities within the District. Such applications may be related to the program needs of a particular building or the District as a whole. Each proposal for special funding and/or categorical grant should address the following points:

1. Needs. The proposal should succinctly identify and/or document the specific needs that are to be addressed. 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 presented. How will the objectives be accomplished?
4. Evaluation. What kind of data will be collected? Who will collect it?

The proposal should also include a tentative budget that identifies proposed expenditures and revenues. A timeline should also be included which shows the submission date deadline, funding agency approval date and the project status report dates. The proposal writer must identify any obligations that the district will incur as a result of securing a grant award.

A proposal must have the approval of the principal before submission to the district office.

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

Implemented:	June 16, 1986	North Thurston School District
Reviewed:	October 27, 2023	Asst. Supt. Instructional Services