

# Grant Writer Guideline

## Mackay School District #182

### Grants Awarded to Individual Schools/Administrators:

Grants are a part of school effort and administrator effort. You must be employed by the district to apply for and be awarded a grant. It is assumed that for any federal grant, the terms of the grant will be conducted for the most part during school hours, in school buildings, and with school children. Any grant application must be for improving academic and life skills.

Prior to writing a grant, it must be approved by the superintendent of schools.

Prior to payout of administrative costs, the following must be on file in the District Office:

- A signed copy of the application
- Grant guidelines
- Award letter
- Grant money

Stipends for grants will be as follows:

Up to \$ 100,000.00	5% or a percentage of the amount allotted for administration costs.
\$ 100,001.00 -- \$ 500,000.00	3% or a percentage of the amount allotted for administration costs.
\$ 500,001.00 or more	Negotiable

**Administrative costs should be included in original grant application as grant expenses.** However, when this is not possible, the Superintendent of schools may authorize the stipend to be funded from the budgeted administrative support account.

All grant funds will be managed by the District Office.

### Responsibilities:

*Grant Writer:*

Research potential grantees

Write grants

Apply for or mail grant application (school pays for postage and printing)

Press Release and Public Relations with approval from administration

Copy of all grant requests sent to District

Grant final report submitted, copy sent to District  
Reminders on grants

*School District:*

Approve application

Sign grant award letter, send copy to grant writer

Send initial thank you letter and tax document from the teacher, principal, or staff who  
the grant benefits.

Send follow-up thank you letter signed by all the students

Purchase of all items

Copy of all receipts sent to Grant Writer

Copies of all denial letters for grant writer

Title I School Improvement Grants:

These grants are a part of ongoing, running of the schools. These grants will not be part of the above guidelines.