

**Policy 6105**  
Grant Approval  
Management Support

The Ephrata School District Board of Directors recognizes that receiving grant monies is valuable to all students and staff. In the event that a grant representing the Ephrata School District, and/or employees of the district, is applied for, prior written approval shall be granted by a building or program supervisor. The proposal writer must identify any district obligations that will occur as a result of securing a grant award. In the event that the grant involves time away from regular duties and/or requires a financial commitment on the part of the district, prior written approval shall be sought from the superintendent. A proposal must have the approval of the principal before submission to the district office. All approved grants will be presented to the school board for final approval. When a project is approved, the business office will be given a copy of the grant award notice and shall establish the appropriate accounting procedures for operating the special program. All contents of the grant will be provided to the principal, superintendent, or school board upon request at anytime during the grant writing, approval, or award process.

**Applications for Awards, Presentations, Recognition**

The classroom activities and application must be related to the GLE's for the subject being taught, program, or department.

Staff applying for an award, presentation, or recognition that requires an overnight or out-of-state trip, need to follow the same protocol above in regards to submitting a written proposal, as well as receiving department, principal, superintendent, and board approval. Refer to Policy 2320 for required forms to be submitted.

## **Policy 6105 PRO**

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 must address the following points:

- A. Needs. The proposal should succinctly identify and/or document the specific needs that are to be addressed. Hard data should be supplied.
- B. Objectives. The stated needs should be converted into objectives. What does the project hope to accomplish?
- C. Procedures. The action plan should be presented. How will the objectives be accomplished?
- D. Evaluation. What kind of data will be collected? Who will collect it?

The proposal should also include a tentative budget, which 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 district obligations that will occur as a result of securing a grant award.

A proposal must have the approval of the principal before submission to the district office. Proposals must be submitted to the superintendent at least two weeks prior to submission to the board. **Any financial information related to the grant must be thoroughly reviewed by the District Business Manager.**

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

**PRO 6105**  
**Grant Approval Request**

GRANT TITLE \_\_\_\_\_

Person(s) writing the grant \_\_\_\_\_

Are there any other people involved with the grant? ☐ YES ☐ NO

If YES, please list \_\_\_\_\_

\_\_\_\_\_

What is the goal/purpose for writing the grant?

\_\_\_\_\_

\_\_\_\_\_

What are the dates that the grant applies to? \_\_\_\_\_

Do these dates require time away from teaching/work duties? ☐ YES ☐ NO

If YES, please give details of people who will be out of the district and the dates.

\_\_\_\_\_

\_\_\_\_\_

Does the grant require a financial commitment on the part of the school district?

If YES, superintendent approval is required. ☐ YES ☐ NO

Grant amount requested \_\_\_\_\_

Financial commitment from Ephrata School District \_\_\_\_\_

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Building/Program Supervisor Signature

\_\_\_\_\_  
Superintendent Signature (if required)

\_\_\_\_\_  
Date of School Board Approval

10/14/03

