

Book	Policy Manual
Section	(G) FINANCES
Title	Policy G123 - Grants
Code	G123
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Adopted	November 13, 1991
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Policy Number: G123
Title: Grants
Section: Finances

I. Purpose

It is the policy of the Joint Committee to encourage EASTERN’s administration to seek state, local, federal and private funds that will enhance EASTERN's ability to meet the needs of its students.

II. Authority

The Joint Committee recognizes the right of the School to apply for and receive state, local, federal and private grants and funds to support its programs and operations. The Joint Committee authorizes the Director to apply for such grants and funds for the benefit of EASTERN.

III. Delegation of Responsibility

The Director shall inform the Joint Committee of EASTERN's intent to pursue external funds, the purpose of the grant, how it will support EASTERN's mission, the amount of funds requested and any immediate or long term costs or liabilities to EASTERN associated with acceptance of the grant. The Director shall inform the Joint Committee about specific assurances which may be required in addition to those in this policy and will provide the required language for Joint Committee consideration and adoption.

To provide for grant funds, the Director shall arrange to implement the grant within EASTERN's annual budget. The grant revenue shall be identified as a discrete revenue source. The regular operating budget must include amounts anticipated to be received from state and/or federal sources, a listing of projects and a description as to how the money will be spent.

The Director shall provide the Joint Committee with the official response to all grant proposal applications. Based upon such response, the Joint Committee shall act upon the request for acceptance of the grant and authorization to implement the grant provisions. If additional amounts become available during the year, additional projects may be recommended to the Joint Committee and, with its approval, added to the budget.

The Business Manager shall retain copies of all grants and amendments when approved and shall monitor the expenditure of all funds associated with grants to ensure their compliance with all contract terms.

The Business Manager shall ensure that all equipment and residuals of grants are acquired, inventoried, maintained and disposed of in accordance with all contractual requirements.

The Business Manager, with the assistance of the program administrator, shall be responsible for the completion of any reports required by grant contracts.

IV. Guidelines

The Joint Committee will demonstrate a maintenance of effort for all grant projects by maintaining the level of per pupil fiscal support in effect during the fiscal year in which grant funds are received, as well as in the succeeding fiscal year.

Adopted: 11/13/91

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See also:
Director Procedure Number G123 - Grant