

KEYSTONE OAKS SCHOOL DISTRICT

Policy No. 620

Section FINANCES

Policy Guide

Title APPROVAL OF GRANT
PROPOSALS

Adopted NOVEMBER 15, 1999

Revised MARCH 19, 2001

POLICY NO. 620 APPROVAL OF GRANT PROPOSALS		
1. Purpose	<p>The Keystone Oaks School District recognizes grants as an increasingly viable alternative means of funding instructional programs. The Board recognizes the importance of pursuing such funding for school-based programs and supports the formulation and submission of fundable proposals. Nonetheless, the Board deems it appropriate and necessary to retain administrative control over the submission of grant proposals which will bear the name of the Keystone Oaks School District.</p>	
2. Guidelines	<p>Grant applications/proposals bearing the name of the Keystone Oaks School District and/or any of the individual buildings within the Keystone Oaks School District, or any of its clubs, organizations or activities operated and organized by the School District, and/or those applications or proposals requiring in-kind contributions, shall be subject to review by the District Superintendent or his designee and the Assistant to the Superintendent for Operations prior to submission.</p> <p>The District Superintendent or his designee and the Assistant to the Superintendent for Operations</p>	

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are authorized and directed to review and/or modify grant applications and/or proposals as deemed appropriate. Specifically, the District Superintendent or his designee shall be responsible for review and evaluation of the academic/educational/ curricular aspect of the grant application/ proposal and the Assistant to the Superintendent for Operations shall be responsible for review of the budgetary components of the grant application/proposal.

No grant application/proposal shall be submitted to a foundation, institution or other targeted funding source unless said application/proposal bears the signatures of the author of the grant application/ proposal, the District Superintendent or his designee, and the Assistant to the Superintendent for Operations.

Consistent with auditing and record keeping procedures applicable to public school districts, all grant funds received as a result of proposals submitted in the name of the Keystone Oaks School District, any of the individual buildings within the School District, or any of its clubs, organizations or School District activities operated and organized by the School District, shall be subject to fiscal policies and procedures of the School District otherwise applicable within the Keystone Oaks School District.

Upon receipt of acknowledgment that a grant application or proposal has been accepted, the Superintendent shall include an informational item on the Agenda of the next Legislative Meeting of the Board of School Directors making a matter of record the approval of such grant application/ proposal.