

## Grant Seeking

The purpose of these guidelines is to outline the process by which district employees may pursue grant funds in accord with Board policy and the criteria to be used in evaluating grant proposals.

1. Attempts should be made by the district to seek funding opportunities that do not require the district to use its general funds to continue program activities once the grant source or categorical dollars have been discontinued. No request for categorical assistance requiring continued support from district budget funds will be approved unless specifically authorized by the superintendent.
2. Grant applicants shall contact, as early as possible in the application process, the superintendent, director of administrative services or person designated by the superintendent to oversee grants and receive tentative approval to proceed with an application.
3. The superintendent, director of administrative services or designee, will assist grant applicants to identify other important communication/coordination points, such as other sites or individuals involved with the same or similar grants, cooperating agencies working with the district that are potentially impacted by the grant, and other agencies, corporations or individuals with a significant interest in the proposal.
4. Grant applicants shall discuss their proposal with the appropriate principal, site council and appropriate directors.
5. Grant proposals shall be reviewed by the superintendent's cabinet prior to submission. Approval will be based on:
  - a. Consistency of the proposal with the educational program;
  - b. Compliance with district policies and collective bargaining agreements;
  - c. Whether the proposal represents an efficient use of district human resources;
  - d. Congruence with school improvement plans, other district programs, the Oregon Educational Act for the 21st Century, budget, facility requirements and the overall quality of the proposal.
6. The superintendent/clerk and/or director of business services/deputy clerk are authorized to approve submission of grant proposals and to enter into contracts on behalf of the district for receipt of grant funds consistent with Board policy.
7. The superintendent or designee will provide quarterly reports to the Board on district grant activity. The Board must approve expenditure of all grant appropriations.