

GRANTS

The Board encourages the Superintendent/designees to pursue federal, state, foundation, corporate and other grants for the support of the schools and the enhancement of educational opportunities. The Superintendent is expected to be alert to potential sources of grant funding and to make recommendations for Board action. All grant applications or proposals must be approved by the Superintendent prior to submission to the funding agency.

It is the policy of the Board to comply with all Federal and State requirements that may be a condition of receipt of grant funds.

When a grant application or proposal is presented to the Superintendent for its approval, the Superintendent/designee will advise the Board as to whether additional staff will be needed to support the implementation of the grant and to maintain records that may be required by the granting entity; the availability of resources if matching funds are required; whether additional resources will be needed for continuation of the program when the grant expires; and measures that will be used to evaluate whether the objectives of the grant are being achieved.

Grant applications and proposals that apply to individual schools must be submitted to the building principal, who will make a recommendation to the Superintendent. The Superintendent will inform the Board upon application of grants in excess of \$10,000. The Superintendent will submit grants received by RSU 13 to the Board for acceptance. Staff positions created through grant funding will be filled pursuant to Board policy.

Crowd Funding and Classroom “Mini-Grants”

RSU 13 honors and respects the initiative of teachers and staff who work to obtain funding for special projects in their classroom or school. School personnel are encouraged to try to find traditional grant opportunities for which to apply prior to turning to crowdfunding as an avenue for raising funds. If a crowdfunding platform is chosen for use, be advised that school personnel are expected to adhere to the following guidelines:

- The Principal must give his/her approval to submit a crowdfunding request prior to the request being made. The Superintendent will be informed of such requests by the Principal and will make the final determination and approval of submission of the request.
- Principals will ensure the language used in any crowdfunding campaign reflects appropriately on the classroom, the school, the school system, our students, our employees and the community. Personally identifying information of any kind regarding students, staff or community members should not be part of the application
- No crowdfunding accounts may be established in an individual teacher/staff member's name. Crowdfunding accounts must be set up under a school's name and address.
- Any funds received as a result of crowdfunding must be set up through the RSU 13 Business Office and school accounting system.
- Any materials received or purchased with crowdfunding sources must be included in the school's inventory.
- Any technology purchases must be pre-approved by the Technology Director or his/her designee and will be recorded in the school's inventory.

- All materials and equipment purchased through grants and/or crowdfunding platforms become the property of RSU 13.

Use of Grant Funded Items

- Materials or equipment received through the grant process must be used in accordance with the request and purpose stated in the application. The intent of the project must be followed and the use of the item(s) must adhere to the intended educational use. Items do not automatically follow the teacher who received the grant, should that individual move to another school or another grade or program within the school. Decisions of that nature lie within the discretion of the Superintendent or his/her designee.

All grant funds received will be deposited into District accounts. Applicable Federal and State regulations, Board policies and school unit administrative procedures regarding purchasing, contracting, expenditures, and accounting will be followed in the administration and monitoring of grant funds. It is expected that application for grant reimbursement will be made as necessary to allow for timely cash flow. Monthly reporting of grant activity will be included in the Board's regular Finance Committee meetings. The Superintendent/designee may establish additional procedures for grant applicants, coordination of grant proposals, and for oversight and administration of grants received. The Superintendent/designee will keep accurate records of all grant expenditures and will report annually on all grants received.

Approved: 2/2/17