

657-Procedure Revenues from Public and Private Grants

Criteria for Developing Grant Proposals

- 1.) All proposals must demonstrate a clear relation to the mission and goals of the District.
- 2.) Each proposal written and submitted to a funding source, regardless of the size of the grant request, shall identify a Project Coordinator, other than the Superintendent. The Project Coordinator will be responsible for all aspects of proposal development including:
 - a.) forwarding all initial notices to the Administration and/or Board;
 - b.) forwarding the completed, signed proposals to the Accounts Manager to ensure coordination and District record-keeping;
 - c.) developing a timeline for the project;
 - d.) identifying sources for matching funds, if needed.
 - e.) notifying the administration and Board of any proposed stipend or salary paid to the Project Coordinator.
- 3.) If a grant proposal is awarded, the Project Coordinator shall also be responsible for all aspects of project management:
 - a.) clearly identifying all purchases (including salaries) charged to a grant to the Accounts Manager as they occur; so the Accounts Manager can file all claims on a timely basis;
 - b.) reporting to the Board midway through the project, in a written or oral report, the status of the project.