

FEDERAL AND/OR STATE FUNDED SPECIAL INSTRUCTIONAL PROGRAMS

The district shall participate in those special programs which are funded by state or federal government for which a local need can be defined and for which a local program would be developed if funds were available. Board approval shall be required before submission of an application for such a program.

The superintendent shall adopt procedures in order that planning, implementation and evaluation phases of a special program are in compliance with the rules and regulations of the funding agency. Applications may include, but not be limited to, programs for gifted, remedial and minorities.

Legal References: RCW 28A.300.070 Receipt of federal funds for school purposes--
Superintendent of public instruction to
administer

Adoption Date:

Federal and/or State Funded Special Instructional Programs

Applications for special funds or categorical grants shall be based upon the needs of the students, staff, or facilities within the district. Such applications may be related to the program needs of a particular building or the district as a whole. Each proposal for special funding must address the following points:

- A. Needs. The proposal should succinctly identify and/or document the specific needs that are to be addressed. Hard data should be supplied.
- B. Objectives. The stated needs should be converted into objectives. What does the project hope to accomplish?
- C. Procedures. The action plan should be presented. How will the objectives be accomplished?
- D. Evaluation. What kind of data will be collected? Who will collect it?

The proposal should also include a tentative budget which identifies proposed expenditures and revenues. A timeline should also be included which shows the submission date deadline, funding agency approval date, and the project status report dates. The proposal writer must identify any district obligations that will occur as a result of securing a grant award.

A proposal must have the approval of the principal before submission to the district office. Proposals must be submitted to the superintendent at least two weeks prior to submission to the board.

When a project is approved, the business office will be given a copy of the grant award notice and shall establish the appropriate accounting procedures for operating the special program.