

## ELLSWORTH SCHOOL DEPARTMENT

## GRANTS

The Superintendent or designee may pursue all grants and other alternative sources of funds that are consistent with the school district's goals and educational strategies and that will enhance the educational offerings of the Ellsworth School Department.

**All grants must:**

- Be based on a specific set of internal objectives that relate to the established goals and objectives of the Ellsworth School Department,
- Provide measures for evaluating whether project objectives are being or have been achieved, and
- Conform to state and federal laws and to the policies of the Board of Directors in the execution of the project.

Prior to preparing the grant proposal for the funding agency, regardless of the amount of funding involved, all potential grant applications shall be approved by the Superintendent, or designee, to ensure the grant is consistent with the requirements of this policy. Before a grant application is presented to the Board of Directors, the Superintendent or designee shall determine whether the school department has the appropriate staff to support the grant project and to maintain accurate records required by the granting entity, as well as adequate resources if matching funds are required.

All grants that involve school district property, students or personnel in their capacity as employees are considered school district grants and are subject to the requirements of this policy. No individual may use grant proceeds for the Ellsworth School Department without permission from the Board of Directors, Superintendent or designee.

**Administration of Grants**

Every grant involving the Ellsworth School Department must have a designated contact for the grant who is an employee of the school department to oversee grant activity and ensure the appropriate records, evaluations and procedures are used. Any grant funds received must be deposited in school district accounts. School district policies regarding purchasing, expenditure of funds and employment will be followed when expending grant funds.

Staff positions created through grant funding shall be filled pursuant to school district policy.

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Accurate records will be kept of all grant expenditures. An annual report shall be provided to the Superintendent on the status of the grant program, participation in the program and the success of the program.

**Cross Reference:**

GCF – Professional Staff Hiring

GCFB - Recruiting and Hiring of Administrative Staff

DJH – Purchasing and Contracting: Procurement Staff Code of Conduct

KCD - Public Gifts/Donations to the Schools

**Adopted: January 13, 2015**

**Amended: March 20, 2018**