

## GRANTS

The Sanford School Committee directs the superintendent or designee to pursue all grants and other alternative sources of funds that are consistent with the school department's goals and educational strategies and that will enhance the educational offerings of the Sanford School Department.

### **All grants must:**

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

All grant proposals shall be approved by the School Committee or Superintendent before being submitted to the funding agency regardless of the amount of funding involved. Before a grant application is presented to the School Committee, the superintendent or designee will 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 department property, students or personnel in their capacity as employees are considered school department grants and are subject to the requirements of this policy. No individual will use grant proceeds for the Sanford School Department without permission from the School Committee, Superintendent or designee.

### **Administration of Grants**

Every grant involving the Sanford 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 department accounts. School Department policies regarding purchasing, expenditure of funds and employment will be followed when expending grant funds.

Staff positions created through grant funding will be filled pursuant to school department policy.

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

Cross Reference:      GCD - Professional Staff Hiring  
                              GDC - Recruiting and Hiring  
                              [DJ](#) - Bidding/Purchasing Requirements  
                              [GBI](#) – Staff Gifts and Solicitations  
                              [KH](#) – Public Gifts to the Schools

Note: Policy recoded to DJD from original DD – November 18, 2008

Adopted:                October 20, 2008