

## **Procedure: Federal and/or State-Funded Special Programs**

Applications for special funds and/or categorical grants will 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 grade level or band, subpopulation of students, or the district as a whole. Each proposal for special funding and/or categorical grant should address the following points:

- A. Needs: The proposal should supply hard data, and succinctly identify and/or document the specific needs that are to be addressed;
- B. Objectives: The stated needs should be converted into objectives answering what the project hopes to accomplish;
- C. Procedures: The action plan should be presented answering how the objectives will be accomplished; and
- D. Evaluation: The evaluation plan should identify the kind of data to be collected along with identifying who should collect the data.

The proposal should also include a tentative budget that 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 obligations that the district will incur as a result of securing a grant award.

The superintendent or designee must approve the proposal before submission to the ~~district office~~ funding agency. Proposals from staff members should be submitted to the superintendent or designee at least ~~two weeks~~ one month prior to submission to the board.

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

**Reviewed by the Board of Directors: 2/27/2018**