

Related Entries: (Not identified at this time)

### Grant Development, Review and Administration

The following procedures shall be followed for the development, review, and administration of grant proposals and sponsored projects:

(1) Grant Proposal Development

- (a) All grants must support one or more of the School District Goals and/or Priorities.
- (b) A member of the District Leadership Team must agree to serve as the grant's principal investigator and appoint a contact person. If the District is not the fiscal agent, then a representative of the community entity shall serve as principal investigator.
- (c) All grants must provide full funding for project implementation. The District shall not provide cash to match grants. Divisions, departments, schools, or community entities may provide any required matching funds from their budgets. The source and value of any in-kind services must be documented and approved during the review process.
- (d) Grants must not create a need for continued District resources. Proposed projects shall conclude by the end of the funding period, or shall continue with additional grant dollars, or shall continue with funding from within the budget administrators' budgets.

(2) Grant Proposal Review

- (a) The Superintendent shall establish an internal review process. Each grant proposal shall be reviewed and approved by the Superintendent's designee prior to submission to the funding source to ensure alignment with School District Goals, Priorities and compliance with Board Policies.
- (b) The Superintendent shall present the following grant proposals to the School Board for approval:
  - 1. All grant proposals whose funding sources require School Board approval.
  - 2. All grant proposals with budgets of \$50,000 or more.

45                   3.     Multi-year grants, for the initial proposal, and multi-year grants beyond  
46                   initial year, if there is a change of focus.

47  
48                   4.     Other grants at the discretion of the Superintendent.

49  
50 (3)   Grant Administration

51                   (a)    The Superintendent and/or the School Board Chairman are authorized to  
52                   sign related documents, including documents required for submittal of grant  
53                   proposals.

54  
55                   (b)    Federal funds may be expended on food if allowable in the guidelines of the  
56                   federal program.

57                   (c)    Employee positions established through use of grant funding shall terminate  
58                   if and when the related grant funding ceases.

59  
60                   **STATUTORY AUTHORITY:**    1001.42, 1001.43, F.S.

61  
62  
63                   Adopted: 11/17/09