

~~3041R GRANTS AND GIFTS – DEVELOPING AND MANAGING PROPOSALS~~

- ~~1. To be considered, a proposal for any new idea, grant, or other item relating to a program or constituting a program in the School District must be submitted in writing responding to the following:
 - ~~a. Description of how proposal relates to District mission~~
 - ~~b. Program summary~~
 - ~~c. What's unique about the program~~
 - ~~d. What problem does program address~~
 - ~~e. Goals—methodology/activities—outcomes~~
 - ~~f. Budget—description and amounts of line items~~
 - ~~g. Signature of responsible person~~~~
- ~~2. Proposals should be submitted by writers/applicant to the direct supervisor for review and sent to the administrator in charge in the division where the proposal originated.~~
- ~~3. The administrator in charge will distribute copies to the other division administrators for review and comment.~~
- ~~4. The administrator in charge will make a recommendation to the Superintendent after the proposal is reviewed by the cabinet.~~
- ~~5. Two weeks must be allowed for review and approval.~~
- ~~6. Proposals should be accompanied by a suggested source of funding, preferably other than the School District's general fund.~~
- ~~7. Proposals are not limited to instruction.~~
- ~~8. Proposals will be judged on their ability to meet a need in the mission for the School District.~~
- ~~9. All proposals and grant applications must include a completed revenue and expenditure summary.~~
- ~~10. Once proposals are received from a funding agency in an approved status, copies will be distributed to the divisions of the School District for information and management purposes.~~
- ~~11. The responsible administrator will meet with the proposal writer and staff to set up program and finance management procedures according to School District policy, expectations and state/federal laws.~~

~~Approved: 03-16-1993 ISD-709~~

~~Revised: 06-20-1995 ISD-709~~