

**Board Policy**

The Shelley Joint School District No. 60 Board of Trustees subscribes to the concept that grants can be a positive solution to meet funding needs in the school district but must never jeopardize the district's fiscal integrity and that there must be accountability at every level in the grant writing and implementation process.

**Suggested Implementation Guidelines**

To ensure personal, fiscal, and academic accountability within the district all grants proposed and developed must follow the steps outlined below:

1. Grants should support the District's Improvement Plan ensuring that they meet or exceed the academic standards and goals of the district.
2. All individuals applying for grants shall use and follow the district Grant Writing Checklist attached and made part of this policy. No changes to the checklist or exemptions to checklist items shall be made without prior board approval.
  - a) A completed grant checklist shall be reviewed by the Superintendent prior to submitting a grant application.
  - b) A copy of the completed checklist will be kept on file with the grant application.
3. The Superintendent shall monitor grants and shall inform the board of grant writing and program implementation activities in the school district.
  - a) The Superintendent shall develop a program for monitoring all grants, including ongoing compliance with all checklist items, paying particular attention to academics, district budget goals, and items of potential controversy or conflicts of interest. This program report shall be submitted to the school board.
  - b) The Superintendent shall coordinate an annual grant review presentation for the Board of Trustees to provide information concerning ongoing and completed grants over the previous twelve (12) months.
4. All grant monies and funds shall be closely monitored to ensure that grants are used to the greatest benefit while maintaining fiscal integrity within the district.
  - a) The district business manager will develop an accounting system to be used for all district grants. The accounting system will be submitted to the school board and will use standardized methods for tracking grant funds and reporting grant status.

GRANT WRITING

- 1) Grant ledger sheets detailing expenditures will be included in the monthly board financial report.
  - 2) All grants should be transferred to a standard spreadsheet.
  - 3) All grant administrators should have access to the spreadsheet and keep their own records in addition to the district office account. A reconciliation activity should occur monthly.
- b) The board will be appraised of grant status regularly in the district financial reports to the board.

Grant Writing Checklist

- 1. This grant supports/dovetails the following goals in the District Improvement Plan.  
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- 2. All staff salary benefits (FICA, PERSI) have been budgeted from within the grant and do not rely on unbudgeted district funds.
- 3. The grant does not commit the district to any undisclosed obligations.
- 4. Careful research has been done to assure there is no long-term financial obligation to the district beyond the life of the grant.
- 5. All matching funds reported in the grant and the source of those matching funds are identified as to whether they are actual dollars coming from the district budget or in-kind contributions.
- 6. Any changes in the scope of the grant or a departure from the financial allocation plan occur only upon the written permission of the grantor.
- 7. The grant applicant understands that he/she may be asked to prepare and present an annual status report or final evaluation at a designated board meeting.
- 8. If the grant contains any possible controversial items, those concerns have been addressed with the Superintendent.
- 9. If real or perceived conflicts of interest could possibly arise, those items have been brought to the Superintendent's attention.

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Grant Administrator

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Superintendent

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Date

Revised: September 21, 2000