

**GRANTS**  
*(State and Federal Programs Administration)*

**Securing Grants**

Steps to be followed in securing grants are:

1. Based on the district's Comprehensive School Improvement Program (CSIP), identify an area in need of improvement that may be helped through outside funds.
2. Match the need or problem with a funding source that subscribes to a relevant purpose.
3. Study the background, resources and funding prospects of the agency.
4. Clear with the superintendent or designee the general idea for a proposal.
5. Involve prospective participants in planning for a proposal. Secure parents' written permission if children are to be involved in experimental types of instruction (see *JHDA*).
6. Prepare the application using the format and following the timeline prescribed by the funding agency.
7. Discuss the funding of personnel, including the project director, with the personnel director, making sure to apply for full outside funding of all fringe benefits, including unemployment insurance.
8. Submit copies of the grant application to the superintendent for recommendation to the Board for approval. If matching funds or resources are required, discuss the district's obligations with the superintendent or designee to ensure adequate resources are available.
9. If approved, complete the process of submission to the funding agency and its subsidiaries as required and provide copies to participants.

All grants must be approved by the Board of Education prior to submission. Match-free grants for individual teachers or groups of teachers must be approved by the building principal prior to submission.

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***Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.***

FILE: DD-AP  
Basic

Implemented: 08/11/2003

Cole County R-I School District, Russellville, Missouri