

Business/Non-Instructional Operations – Regulation**Grants**

District staff shall follow the steps listed below to develop proposals for projects to be funded by outside sources, to receive approval for project proposals and to administer projects funded by outside sources.

Proposal Development and Approval

- The employee shall review preliminary plans for a proposal with his/her immediate supervisor, the principal, and other administrators whose responsibilities may be affected by the receipt of the grant and the Superintendent of Schools or his/her designee.
- The district shall adhere to state law and State Department of Education guidelines when making applications for state or federally funded projects.
- The district shall adhere to agency guidelines when making application for private endowment grants.
- If preliminary plans are approved, the staff member shall be provided with appropriate guidelines and forms from the granting agency.
- The staff member shall develop the proposal, with any required assistance from administration and submit the proposal along with supporting data and documents to the Superintendent of Schools or his/her designee for review and approval.
- Community resources may be used in the development of the proposal.

Regulation approved: 9/4/02, 5/21/03

BROOKFIELD PUBLIC SCHOOLS
Brookfield, Connecticut