

## **Policy 721 GRANT WRITING**

### **I. PURPOSE**

The purpose of this policy is to provide guidance for Northfield School District staff members, parents, students or district stakeholders who are writing grants to financially support programs or activities of the district. All grant applications for programs or activities must align with the vision and strategic commitments of the district.

### **II. GENERAL STATEMENT OF PHILOSOPHY**

The district recognizes the value of accessing resources from external funding streams. Grants can provide significant funding resources for programs and activities for staff and students. As a result, opportunities for learners are increased throughout our community.

### **III. DEFINITIONS**

Grants are soft money funds awarded by the government, a corporation, a family or a community for a specific purpose over a limited period of time and do not require repayment to the grantor. Grants are generally given to school districts for two basic purposes:

1. As seed money to start up new or innovative programs that improve student learning.
2. To facilitate reform or bring about change that will improve student achievement in academic or non-academic areas. The district recognizes that grants will not solve general funding issues, but that grants can help improve students' experience.

### **IV. GRANT APPLICANT RESPONSIBILITIES**

It is the role of the grant applicant to find funding sources, develop an innovative idea, write a plan of action, write measurable learning outcomes and review the final application. It is also the grant applicant's responsibility to follow these procedures:

- A. All grant applications must be written to support the district's mission and goals, be financially feasible, and demonstrate a commitment from all affected district departments or buildings.
- B. All grant applications must be approved by the Program Administrator and the Director of Finance prior to submission to the granting agency.
- C. All grants will receive a financial and procedural review by the Director of Finance.
- D. All grant applications more than \$15,000 must be approved by the board.

- E. Grant applicants must designate a responsible person to administer the grant who will regularly communicate with the building principal or district administrator and the Director of Finance to make sure that the intent and financial responsibilities of the grant are met.
- F. Financial accountability is the responsibility of the applicant and the building principal or district administrator and the Director of Finance. Any unspent money will be disbursed per the guidelines of the grant. Any overage not pre-approved by the Director of Finance will be coded to the building or program budget. Depending on the situation, the responsible party may become personally liable for the overage.
- G. All grants funded with federal monies will be required to follow the district's [Fiscal Compliance and Procedures Manual](#).
- H. All grants will follow usual district accounting and contractual practices unless otherwise approved by the board.

#### Policy 721 Grant Writing

Adopted: 12.8.08; Revised: 04.25.16; Updated: 03.09.2020; 02.27.2023

#### Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 659

Northfield, Minnesota

#### ***Legal References:***

- 2 C.F.R. § 200.1 (Definitions: Capital Assets)
- 2 C.F.R. § 200.112 (Conflict of Interest)
- 2 C.F.R. § 200.113 (Mandatory Disclosures)
- 2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)
- 2 C.F.R. § 200.214 (Suspension and Debarment)
- 2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
- 2 C.F.R. § 200.302 (Financial Management)
- 2 C.F.R. § 200.303 (Internal Controls)
- 2 C.F.R. § 200.305(b)(1) (Federal Payment)
- 2 C.F.R. § 200.310 (Insurance Coverage)
- 2 C.F.R. § 200.311 (Federally-owned and Exempt Property)
- 2 C.F.R. § 200.313(d) (Equipment)
- 2 C.F.R. § 200.314 (Supplies)
- 2 C.F.R. § 200.315 (Intangible Property)
- 2 C.F.R. § 200.318 (General Procurement Standards)
- 2 C.F.R. § 200.319(c) (Competition)
- 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
- 2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)
- 2 C.F.R. § 200.328 (Financial Reporting)
- 2 C.F.R. § 200.339
- 2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
- 2 C.F.R. § 200.430 (Compensation – Personal Services)
- 2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
- 2 C.F.R. § 200.447 (Insurance and Indemnification)
- 2 C.F.R. § 200.463 (Recruiting Costs)
- 2 C.F.R. § 200.464 (Relocation Costs of Employees)
- 2 C.F.R. § 200.474 (Transportation Costs)
- 2 C.F.R. § 200.475 (Travel Costs)

***Cross References:*** MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)  
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)  
MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)  
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)  
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)  
MSBA/MASA Model Policy 702 (Accounting)  
MSBA/MASA Model Policy 703 (Annual Audit)