

## **721 Grant Writing**

### **I. Purpose**

The purpose of this policy is to provide guidance for Northfield Public Schools staff members, parents, students or citizens who are writing grants for additional revenue on behalf of the Northfield Public Schools. It will ensure that programs or activities funded by grants are consistent with the mission and goals of the Northfield Public Schools.

### **II. General Statement of Philosophy**

The Northfield Public School 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. Definition of Grants**

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. Grants are generally given to K-12 education for 2 basic purposes:

- as seed money to start up new or innovative programs that improve student learning.
- to facilitate reform or bring about change that will improve our work to get better results. The Northfield School District recognizes that grants will not solve general funding issues, but that grants can help improve learning for students.

### **IV. Grant Applicants 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:

- 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.
- all grant applications must be approved by the Program Administrator and the Director of Finance prior to submission to the granting agency.
- all grants will receive a financial and procedural review by the Director of Finance and a personnel and salary review by the Human Resources Director.
- all grant applications more than \$15,000 must be approved by the School Board.
- 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.
- 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. If overspent, the Building Principal or District Administrator and the Director of Finance is responsible.
- all grants will follow usual district accounting and contractual practices unless otherwise approved by the School Board.

Policy 721 – Grant Writing

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School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota