



DISTRICT PRACTICE 3300 GRANT APPLICATIONS

DISTRICT PRACTICE:

1. The School District or schools may apply for grants from foundations and/or granting agencies by submitting an application providing that the proposed project/activity:
 - a) is consistent with the values, goals, directions of the school and School District;
 - b) responds to a clearly understood educational need;
 - c) supports and does not undermine, either implicitly or explicitly, existing programs;
 - d) is beneficial to the school and/or community;
 - e) does not directly benefit in a material way an individual student or staff member;
 - f) does not require matching School District funds unless prior approval from the Board has been obtained (school-generated funds can be used for matching requirements);
 - g) is subject to School District procedures regarding accounting and tax receipts; and
 - h) neither exploits a captive audience nor exerts direct pressure to compel students, parents or the school community to support any commercial enterprise.
2. Principals may commit to grant applications in aggregate for a single project for up to \$5,000 and manage the project locally. Any grant submissions in aggregate for a single project for greater than \$5,000 must come to the Secretary Treasurer (or designate) for consideration and will be managed at the District level.
3. Only principals (up to \$5,000), the Secretary Treasurer or the Superintendent may sign grant applications on behalf of the school or the School District. **All** contracts in the name of the School District must be executed by approved representatives of the School District (i.e., Secretary Treasurer, Superintendent or designate).
4. Use of the School District's charity number will be limited to those grants for which the School District, school, or an intermediary (an agent or contractor) is an applicant and the School District is the beneficiary.
5. School Parents' Advisory Council (PAC) or District Parents' Advisory Council (DPAC) should work with the school principal or Superintendent prior to applying for grants that will impact the school/School District. This will help ensure that if the grant is received, the school/School District will support the project's implementation.