



Subject: GRANTS

A. All applications for grants, regardless of value or content, must be reviewed by the Director of School Improvement, who will ensure that Business Services is involved in the planning and approval of all grant budgets, and provide assurance that Board of Education approval is obtained in situations in which it is required.

1. Sufficient time should be given for the Director of School Improvement/Business Services to review the grant and implement any changes before the application is submitted to the Board in situations in which it is required.
2. Approval from the Board of Education is required for some grant applications which are presented from within the school district. The Director of School Improvement will determine if Board of Education approval is required and will make the arrangements if Board approval is needed.

Board of Education approval is required when:

- a. the school district is required to allocate new funding for some component of a grant proposal
- b. the grant proposal creates a new and on-going personnel commitment
- c. the funder requires approval by the Board of Education
- d. a new program is created which significantly impacts current curriculum and programs
- e. the grant is in excess of a threshold amount as directed by the Board of Education (currently it is \$10,000)
- f. the appropriate supervisor in the superintendent's office judges it to be desirable for reason not stipulated above.

B. The superintendent or his appointed assistant superintendent will approve all grants that do not meet the criteria listed above.

C. After the grant application has been approved, it should be signed by the Superintendent, or his/her designee, and it may then be submitted to the grantor agency.



**Columbia Public Schools
Columbia, Missouri**

PROCEDURE

NO.	730
DATE	07/01/98
REVISION NUMBER	1
REVISION DATE	03/02/09
PAGE	2 OF 2

Subject: GRANTS

- D. After the grant has been approved by the grantor agency, it is then sent back to the District.
1. A copy of the approved grant must be sent to Business Services to set up account codes and a report writer for the operation of the grant.
 2. The report writer should be run monthly and all expenditures are to be reviewed by the person in charge of administering the grant.
 3. Any questions or discrepancies should be resolved immediately.
- E. At the end of the grant period, a final expenditure report must be prepared from the end of the year report writer.
1. It is important that the final report agree to the report writer as it represents the official records of the District.
 2. Before submitting the report to the appropriate agency, it should be submitted to the Business Services office for review.
 3. After Business Services has reviewed the report, it may then be sent to the agency.
- F. For additional administrative procedures, see Appendix G.