

## **BUSINESS PROCEDURES**

### **Series 800**

Policy Title: Grant Writing and Awards

Code: 803.4

1. The superintendent of schools shall be notified in writing the intent to pursue a grant opportunity, prior to beginning the grant-writing process.
2. The superintendent of schools shall also be provided with a copy of the grant announcement and requirements prior to beginning the grant-writing process.
3. The superintendent of schools shall be provided a copy of completed grants prior to submission.
4. All grant awards shall flow through and be directed to the district office.
5. Mandatory grant reporting and other documentation required by funders shall also be provided to the superintendent of schools. All post-award documentation required by funders shall be copied and kept on file at the district office.

Date of Adoption: April 21, 2014