

Title	Effective Date	Revision Date	No. of Pages
<b>No. 306 Grant Applications and Externally Funded Projects</b>	June 23, 2008	April 5, 2016	1

**It is the policy of the Tri-County Regional School Board to encourage its professional, support and administrative staff to apply for external government/agency programs that could benefit the school system in the region.**

<b>PROCEDURE</b> under Policy 306
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- 1) All applications must have the preliminary approval of the Superintendent of Schools or designate.
- 2) Applications must clearly state the project's objectives as it relates to the school or board in general.
- 3) Applications must contain cost estimates to fund wages, benefits, materials, etc.
- 4) Applications shall identify the board as project sponsor. The Superintendent of Schools or designate must sign the application.
- 5) Upon approval of a project being received from the funding source, a summary of the project is to be submitted to the Board for approval.
- 6) Upon obtaining Board approval, signing officers shall enter into a contract with the funding source to commence the project.
- 7) The Superintendent of Schools or designate shall set up the administrative structure for the project i.e. accounting procedures.