

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION
POLICY and PROCEDURES**

Title	Effective Date	Revision Date	No. of Pages
No. 306 Grant Applications and Externally Funded Projects	June 23, 2008	April 5, 2016 December 2018	1

The Tri-County Regional Centre for Education encourages its professional, support and administrative staff to apply for external government/agency programs that could benefit the school system in the region.

PROCEDURE Under Policy 306

- 1) All applications must have the preliminary approval of the Regional Executive Director of Education or designate.
- 2) Applications must clearly state the project's objectives as it relates to the school or Regional Centre for Education in general
- 3) Applications must contain cost estimates to fund wages, benefits, materials, etc.
- 4) Applications shall identify the Tri-County Regional Centre for Education as project sponsor. The Regional Executive Director of Education 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 Regional Executive Director of Education for approval.
- 6) Upon obtaining approval from the Regional Executive Director of Education, signing officers shall enter into a contract with the funding source to commence the project.
- 7) The Regional Executive Director of Education or designate shall set up the administrative structure for the project i.e. accounting procedures.