

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

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

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| <b>PROCEDURE Under Policy 306</b> |
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- 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.