

SPARTA AREA SCHOOL DISTRICT
Sparta, WI 54656

Administrative Rule 168
Grant Application Process

Grants applications are submitted, and if approved, implemented using the following process:

1. An administrator will evaluate the grant opportunity, considering the district's educational philosophy, strategic plan, and the district's and/or building's ability to comply with all of the requirements associated with receiving the grant. Approval will be granted or denied to move forward with the grant application.
2. After initial approval and before submission to a funding agency, every grant will application will be submitted to the District Grant Developer and include:
 - a. a completed Grant Application Approval Form,
 - b. Notification of Responsibility Form,
 - c. Grant Summary Approval Sheet, and
 - d. Grant Budget Worksheet.Copies of these forms will be placed in the grant file and provided to the Director of Business Services for approval.
3. The Grant Developer will issue final approval for grant submission.
4. The District Grant Developer will coordinate and assist on all grants at or above \$10,000.
5. Upon receipt of an award, the administrator will forward the award letter, claim forms, a revised Grant Budget Worksheet (if needed), and a Grant Information & Timeline Form to the Grant Developer and Director of Business Services for review.
6. Upon successful review by the Grant Developer and Director of Business Services, the grant will be submitted to the Board of Education for final approval.
7. The Board of Education will accept or reject the grant funds based on the district's ability to comply with the grant requirements, the district's educational philosophy, and the district strategic plan.
8. Upon Board of Education approval, the Director of Business Services will work with the administrator and/or other relevant personnel to establish grant accounts and ensure that grant expenditure requirements and reimbursement claims are followed.
9. Grant implementation is the responsibility of the project manager to assure that compliance and reporting requirements are met and that goals and objectives are achieved. The project manager may report to the Grant Developer, Director of Business Services, and/or the Director of Curriculum and Instruction. The Grant Developer or submitting administrator may serve as the project manager.

Adopted September 26, 2017

