

Descriptor Term: FUNDING PROPOSALS, GRANTS, AND SPECIAL PROJECTS	Descriptor: DD	Issued: Draft 5-11-10
	Rescinds: DD-R	Issued: 9/25/2001

Staff members of the Tupelo Public School District will follow shall adhere to the following administrative procedures to develop proposals for projects or programs to be funded by external sources, to receive approval of project proposals, and to administer projects funded through external sources. All grant proposals shall be submitted to the Board for consideration and approval.

ADMINISTRATIVE PROCEDURE

1. The staff member will prepare and present an executive summary presenting and preliminary plans for of the a proposal, which outlines the proposed grant application and project, with to the administrator who will be responsible for implementation of the project to be funded by receipt of the grant.
2. Following the administrator's approval of the preliminary executive summary, of a grant proposal by the responsible administrator, the executive summary which outlines the proposed grant application and project will be submitted by the responsible administrator to the superintendent or designee.
3. After review by the superintendent or designee, the staff member will be directed to revise, make alterations, discontinue the application process, or the proposal will be submitted for consideration by the Board.
4. All proposals for special grants must be submitted to the superintendent for approval by the Board prior to any action on the part of a staff member that commits the district to an external funding source.
5. All expenditures associated with receipt of special grants will be expended in accordance with the policies of the District, applicable statutes, and any regulations associated with the terms and conditions of the project.
6. The responsibility of documenting any requirements of a grant will be assigned to the staff member completing the grant application and the responsible administrator.

EXHIBITS

None

REFERENCES

None

FORMS

DD Form 1.0510 TPSD Grant Information Sheet

Name of Applicant _____

School/Department _____

TPSD Grant Information Sheet

Each grant applicant is requested to submit a TPSD Grant Information Sheet to his/her principal/supervisor as part of the grant application process. Three benchmarks must be met during the grant application process. These are as follows:

1. **Approval by the Board of Trustees to submit the grant.**
2. **Acceptance of the grant award by the Board of Trustees.**
3. **Ratification of grant related contract(s) by the Board of Trustees.**

TPSD Grant Number: _____

(To be assigned by TPSD Purchasing Agent)

MDE/Other Grant Number: _____

Grant Source: _____

Grant Site: _____

Grant Title: _____

Grant Purpose: _____

Grant Amount: _____

Amount of District Match: _____

Amount of Other Match: _____

TPSD Grant Contact: _____

MDE/Other Grant Contact: _____

Deadline for Grant Submission: _____

Grant Performance Period: _____

Action Requested: _____ Submit Grant _____ Accept Grant
 _____ Ratify Contract

Signature of Applicant

Signature of Principal/Supervisor

Date

Date