



## **Procedure for Applying for External Funding (Grants)**

When a District staff member wishes to apply to an external organization for supplemental funds (a grant or donation), he/she must use these procedures to ensure that the Wyoming School District can follow all applicable state and federal laws with respect to following accounting procedures, documentation for compliance purposes, and allowable use of the awarded funds. In addition, these procedures are necessary to ensure that the district, or the particular schools or programs involved, can comply with the terms and conditions of the granting organization.

1. Staff member identifies the grant opportunity and shares interest with his/her Principal, Program Director, and/or Central office.

2. Principal or program Coordinator/department Director:

Reviews application to determine whether the member/program/school is eligible and able to meet the proposed expectations of the grant.

Review grant submission materials to determine if all required parts of the application are complete and accurate.

Commits with staff member to implement the program, spend the funds in a timely and documented manner, and produce (when required) the program evaluation and any final report within the period of time required by the granting organization.

Sends a copy of the final application, any document listing any special terms or conditions required, and the proposed budget to the Asst. Supt for Financial and Asst. Supt for Instruction.

If awarded, provides the documentation stating so and any other additional documentation.

3. District Financial Office and Academic office staff member(s):

Reviews the application and budget to ensure that the school/district can comply with the implementation, evaluation, and reporting requirements, verify that the proposal does not violate district policies and honors student privacy restrictions. Determines what data would be required for any reporting or evaluation requirements.

Makes and retains a copy of the application documents and budget and sends the original to Accounting. If the grant requires matching funds or matching of staff time, Accounting staff member and Asst Supt for Finance verify that the source of the match is available and allowable (if cash) and the staff identified for matching purposes is not paid salary/benefits from a state or federal grant.

4. Accounting staff member reviews budget to ensure that calculations are correct. If budget contains line items to pay district staff for additional work related to the grant, Accounting staff member ensures that the correct pay and benefits rates are used (if applicable).

5. Accounting staff member communicates review findings and approval to Asst Supt for Finance.

6. Central Office and/or Asst Supt for Finance communicates to Principal or program Coordinator/department Director that the application may be submitted.

7. Principal or program Coordinator/department Director sends copies of any communication from the granting organization to Central Office personnel and/or appropriate departments.

8. Asst Supt for Finance and Accounting staff members retain all related documents.