

## **Revenues from Local, State, and Federal Sources**

### **Process of applying for additional funding:**

The Administrator in charge of the additional funding being sought shall be responsible for conducting an evaluation and submitting the grant or program criteria to the Superintendent for consideration prior to it being submitted.

Any grant applied for shall satisfy the following criteria:

- A. The purpose or use shall be consistent with school improvement plans and/or District strategic goals;
- B. The District shall assume only minimal financial obligation for operation of the grant/project.
- C. Be free from a direct or implied commercial endorsement.

### **Process of accepting a grant award:**

Upon receiving written notification of a grant application being funded the Administrator will contact the Superintendent to start the process of accepting the award.

Grants that provide for programs or projects that directly impact student instruction, or its processes, shall be approved by the Board prior to acceptance of the grant award.

After Superintendent and/or Board approval has been received the Administrator will supply the Business Office with documentation of the grant award. The Business Office will be responsible for processing grant awards into the appropriate systems.

The Administrator seeking additional funding will be responsible for complying with all the grant/project reporting requirements.