

Funding Proposals, Grants and Special Projects

To avoid confusion and ensure coordination of all special funded projects, the following procedures shall be used in submitting requests for special funded projects and for preparing formal proposals.

1. A staff member must prepare a written description of the proposed project and submit it, along with a request for approval, to the staff member's immediate supervisor.
2. The supervisor shall approve or disapprove the request and submit the description and request to the director of the department.
3. Upon approval of the request, the director of the department shall submit the request to the chief academic officer (CAO).
4. After review and approval by the CAO, the request shall be submitted to the superintendent. The following materials shall accompany the request:
 - a. written description of the project
 - b. summary of comment(s) from the supervisor and department director
 - c. recommended action from the CAO
5. The superintendent shall tentatively approve or disapprove the project. The CAO will return the written materials and the superintendent's decision to the staff member initiating the project.
6. The staff member initiating the project, if approved, shall prepare an application and formal proposal under the direction of the CAO. The business department shall be consulted as needed in the preparation of the application and formal proposal.
7. The CAO shall present the formal proposal to the superintendent for approval or disapproval.
8. If approved, the superintendent shall submit the approved proposal to the Board of Education.
9. The superintendent or designee shall sign the formal proposal.
10. The CAO shall submit the application and formal proposal to the appropriate agency.
11. The CAO shall communicate status reports regarding the application and proposal to appropriate personnel as reports are received. Final status shall be communicated to the Board.

Approved: December 17, 1991

Revised: October 4, 2011