



Grant Proposals, Applications, and Reporting

Fiscal Management Policy 6002

Policy Statement

- The Board encourages the pursuit of outside funding in the form of grants to assist in the research, development, and implementation of new programs and/or to support existing programs.
- The Superintendent and staff will direct and coordinate the search for supplemental funding and the development and submission of proposals.
- The Board shall receive notice of grant awards from state, federal, and other agencies.
- All grants to the District, whether from governmental or non-governmental sources, shall be accepted by the Chief Financial Officer on behalf of the Board. Grant moneys given directly or through a third party shall be sent to the Business Office for deposit and financial reporting except that school units may deposit non-government grant funds in their Internal Accounts and disbursement may be made at the local level.
- The Business Office shall be responsible for assigning funds to appropriate budget lines and communicating with the grant receiver which shall designate a Grant Administrator.
- The Grant Administrator is responsible for
 - Financial and performance oversight
 - Correct expenditure of funds as defined by the funding agency
 - Monitoring of spending activity within the approved budget
 - Delivery of goods and services prior to the grant end-date and issuance of payment prior to reporting deadlines
 - Resolution of un-reimbursable expenditures
- Refunds of unused grant funds shall be handled the same as expenditures. For all refunds exceeding \$5000 the Grant Administrator shall provide a written explanation to the Chief Financial Officer within five days of the expiration of the grant term identifying the reason for non-expenditure.
- The Chief Financial officer shall provide to the Board a monthly report of all grant refunds exceeding \$5000 including an explanation of cause.

Responsibility

The Superintendent and Chief Financial Officer shall be responsible

	for compliance.	
References	<p>14 Del.C. §§1043, 1049</p> <p>Related policies: 6001 Fiscal Management, 9003 Gifts and Donations from the Public, 9007 Commercialism in Schools</p> <p>Related documents: Administrative Memorandum “Grants Management”</p>	
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