

External Funding Guidelines

(jw Final2 10-19)

External funding sources provide opportunities to enhance and increase educational activities offered through the Independence School District (ISD). It is important to have approval and to communicate with various district departments when developing an external funding proposal. Ultimately this communication and coordinated effort will assist with ease of implementation and help ensure accountability to the external funding agency and to internal ISD policies.

Please remember that the acceptance of any grant constitutes a legal contract between the Independence School District and the external funding source. This is especially important to remember when a funding source requires electronic submission. Approval from a direct supervisor is mandatory prior to submitting a funding proposal.

Once a funding resource has been identified, **ISD personnel should seek approval**, in writing, from their direct district administrator/supervisor. District administrators/supervisors will determine if a funding source should have additional approval from the Superintendent (or designee). Please scrutinize a grant to determine if there is a matching dollar and sustainability requirements. This might impact approval to move forward.

The following are additional guidelines that all employees should follow when seeking external funding:

- If a grant application involves **other district departments** such as facilities, technology, human resources and professional development, to implement the proposal, it is mandatory that those departments are consulted prior to submission.
- If the grant application involves technology, all quotes, bids and purchases will need to be made through the ISD technology department.
- **All equipment and supplies secured through grant funding are the property of the ISD.** Most federal and state grants require that equipment/supplies be inventoried and remain within the program, department or school that it was purchased for.
- Technology/equipment/supplies acquired through **DonorsChoose, or like agency**, will remain in the ISD building/classroom that it was originally purchased for; despite an employee changing departments, grade levels, subjects or buildings. If that employee were to end their employment with the district, the equipment/supplies will remain the property of the ISD.
- It is recommended that the person/group coordinating the grant proposal **keep all communication** and written approvals. This will assist in implementing a proposal once funded.
- Once the grant has been approved, the contact person initiating the grant application **should notify** their district administrator/supervisor and the business office. **The ISD business office will require** copies of the final negotiated grant, contract and award letter.
- All funds received **must be deposited in an ISD account.**
- Good luck with your grant proposal!