

Monroe City R-I School District
BOE Approved 12/12/11
Presented to BOE for Revision 2/13/12

Grant Writing Reimbursement Policy

The Monroe City R-I Board of Education encourages the submission of grants/applications that enhance programs and services that support student achievement or serve to improve student opportunity. To that end, the following guidelines are provided

Purpose of this Policy

This policy is intended to encourage efforts to maintain or develop programs intended to improve district facilities, programs or services. While academic success is and will remain the primary focus of the district as it applies all available resources, the Board of Education recognizes the importance of a well rounded educational experience. Consequently, enhancing revenue streams through access to state incentive grants, private or corporate grants, school-business partnerships and other similar grant or support programs and rewarding the successful efforts of district employees is the focus of this policy.

Process for Approval

District employees, interested in pursuing grant opportunities, should consult with their immediate supervisor in regard to proposals for grant/support program applications. In order to assure grant proposals meet the intent of improving student opportunities, proposed grants shall be submitted to the appropriate building principal. If approved by the building principal, the proposal will be forwarded to the district superintendent. Upon determination that the proposal is in line with the District's mission, vision and goals, the superintendent will grant approval of reimbursement for grants of less than \$10,000. Grant proposals for amounts larger than \$10,000 will be presented to the Board of Education for approval.

Reimbursement

1. Successful grant writers will be reimbursed at the rate of 5% (up to a maximum reimbursement level of \$5,000) of the total of funds received from the awarded grant. In the event that goods and services are provided, in lieu of monetary awards, the fair market value of the goods and services received will serve as the basis for reimbursement.
2. If the grant award permits, funds for reimbursement will be paid from grant proceeds. Otherwise, district funds will be used to reimburse the grant writer.
3. Team written grant receipts will be divided equally between all members of the grant writing team.
4. The specific amount to be received through reimbursement will be clearly stated, understood and agreed upon prior to final approval.

Reimbursement Eligibility

Any grant or application that normally is, or has been, part of an employee's regular assigned duties is not eligible for reimbursement under this policy. Examples of non-eligible grant reimbursements include, but are not limited to: Federal grants under various Title programs, P.L. 94-142 (IDEA), Summer School, Gifted Programs, P.A.T. Program, A+ Schools grant and Perkins grants. To alleviate any confusion, individuals considering writing a grant proposal shall contact their direct supervisor or building principal to confirm reimbursement eligibility prior to submitting any grant proposal.

**MONROE CITY R-I SCHOOL DISTRICT
Grant Reimbursement Application**

Grant Provider:

Date:

Grant Writer/s:

Amount/description of grant proceeds (cash, products or services):

How will the application of grant proceeds support the mission of the District?

Principal Approval: _____ / Date: _____

Superintendent Approval: _____ / Date: _____

Board of Education Approval (Grant amounts in excess of \$10,000.00) Date: _____

Complete the following section once the grant has been awarded and submit to Central Office.

Amount of reimbursement requested (5% of proceeds): \$

Anticipated date proceeds will be received:

Reimbursement Distribution: (i.e. 50/50, 75/25, 33/33/33 etc.)

(Please attach this form to documentation of the receipt of grant proceeds)

Amount approved for reimbursement: \$

Superintendent: _____ / Date: _____