

Grant Application Procedures (PROC 405)

Pacific Elementary School District is grateful for the efforts of those who locate and submit grants on behalf of the district. In order to facilitate the appropriate use of any funds awarded and the smooth administration of any grant requirements, the district aims to facilitate good communication between those submitting grants and the district's administrative team.

To facilitate the best possible outcomes, anyone submitting a grant that meets the criteria below must meet with and discuss the grant application, goals, and procedures with the Superintendent and/or the District Office Manager a minimum of two times – once at the beginning of the process and once immediately before the final submission. To the extent possible, these meetings must be scheduled so that there is adequate time to make any necessary changes to the grant application. Additional meetings may be necessary depending on the complexity of the grant, the application, and writing and editing process. The final grant application may not be submitted without the approval of the Superintendent and/or the District Office Manager.

Grants subject to this procedure include:

- Any grant for an amount over \$500 OR
- Any grant that includes payment of any kind to contractors, employees, or other personnel.

Grants that are for less than \$500 and exclusively fund equipment or supplies are not subject to the requirement to communicate with the Superintendent and/or the District Office Manager, however, such communication is still welcome and encouraged.

The district reserves the right to reject grant funds that were received through application processes that did not follow this procedure, or that do not align with the goals or financial policies of the district.