Richmond School District Policy Statement	**Policy #: 657**
Revenue from Public and Private Grants	

The Board of Education encourages the development and submittal of grant and foundation proposals to public and private funding sources to supplement funds provided through local taxation and state aids.

Grant proposals must
- relate to identified District needs or interests;
- be consistent with District educational goals and objectives; and
- must conform to state and federal laws and Board policies.

The District Administrator retains discretion to determine whether the above criteria are satisfied with respect to each grant proposal.

The District Administrator or designee shall be responsible for keeping the Board informed of all proposals, and establishing administrative procedures for the District processing of proposals.

For proposals that request funds of $1,000.00 or less, prior notice shall be given to the District Administrator or designee.

For proposals that request funds of more than $1,000.00 and less than $5,000.00, prior notice shall be given to the Board of Education.

For proposals that request funds of $5,000.00 or more, prior approval shall be obtained from the Board of Education. Approval will be obtained from the Board before proposals are submitted to the funding source. When submittal deadlines make advance approval impossible, the District Administrator and the Board Clerk are authorized to sign proposals prior to Board approval.

All proposals that commit additional District expenditures, including personnel during project implementation or following project completion must be approved by the Board of Education.

No grant or foundation award may be accepted without the required Board notice and/or approval.

To ensure coordination and District record keeping, all initial notices to the Board or District Administrator, and all completed, signed proposals, will be forwarded to the Richmond District Administrator's office.

Legal References: WI Statutes 118.27
                                       118.13
                            PI 9.03(1)

Approved: 4/11/05

Revised: 4/23/07