**Mackay School District No. 182**

**COMMUNITY RELATIONS 4520F1**

**Grant Writer Guidelines**

Grants are a part of school effort and administrator effort. You must be employed by the district to apply for and be awarded a grant. It is assumed that for any federal grant, the terms of the grant will be conducted for the most part during school hours, in school buildings, and with school children. Any grant application must be for improving academic and life skills.

Prior to writing a grant, it must be approved by the superintendent of schools

Prior to payout of administrative costs, the following must be on file in the District Office:

* Completed form 4520F2
* A signed copy of the application
* Grant guidelines
* Award letter
* Grant money

Stipends for grants will be as follows:

Up to $100,000.00 5% or a percentage of the amount allotted for administrative costs.

$100,001.00 - $500,000.00 3% or a percentage of the amount allotted for administrative costs.

$500,001.00 or more Negotiable

Administrative costs should be included in the original grant application as grant expenses. However, when this is not possible, the Superintendent may authorize the stipend to be funded from the budgeted administrative support account.

All grant funds will be managed by the District Office.

Responsibilities:

Grant Writer:

Research potential grante4es

Write grants

Apply for or mail grant application (school pays for postage and printing)

Press Release and Public Relations with approval from administration

Provide a copy of all grant requests to District Office

Grant final report submitted and copy sent to District Office

Send follow-up thank you letter signed by students and/or staff.

School District:

Approve application

Sign grant award letter, send copy to grant writer

Send initial thank you letter and tax document from the teacher, principal, or staff who applied for and received the grant benefits

Copy of all receipts sent to grant writer

Copies of all denial letter to grant writer

Federal programs grants, and grants associated with staff members assigned duties, will not be part of the above guidelines.

Procedure History:

Promulgated on: October 14, 2013

Revised on: November 13, 2017