

II. Administration

(formerly #3212)

B. Fiscal Management

3. Funds Management

a. Grant Management System

A. PURPOSE

This Instruction establishes a Grant Management System to directly support and compliment the educational programs in the Narragansett School System.

B. APPLICABILITY AND SCOPE

The provisions of this Instruction apply to all educator personnel employed in the system desiring to apply for grant funding which directly supports local school improvement plans and/or the District Strategic Plan. For the purpose of this Instruction, grant requests shall include State, Federal, Private Sector Funds, Foundations, Charitable Trusts, as well as grants made through business and industry sources.

C. POLICIES AND PROCEDURES

1. It is system policy that all initial requests for grant funding must be forwarded to the Assistant Superintendent for consideration and approval. For school level personnel, Funding Information Applications must be completed and forwarded through the Principal to the Assistant Superintendent. For Central Office personnel, completed applications are to be forwarded directly to the Superintendent. A copy of the Grant Funding Application is on file in the Superintendent's office.

2. The Superintendent has seven (7) business days, following receipt of the application, to issue a decision to the applicant. During this time period, the Assistant Superintendent and Director of Business Operations will review the grant application to determine the financial implications of applying for the grant.

3. Following receipt of an approval decision from the Assistant Superintendent, a copy of the formal grant funding request being forwarded to an agency cited in paragraph B above may be initiated.

4. As all grant monies received from agency sources identified in paragraph B above are done so on behalf of the Narragansett School System for the benefit of students and staff, it is essential that this program, and all of its components be centrally monitored for purposes of accountability.

5. Any request for system grant funding which does not have prior approval from the Assistant Superintendent is not authorized, and the originator may be subject to adverse action.

D. RESPONSIBILITIES

1. The Assistant Superintendent will:
 - a. Ensure copies of this Instruction are distributed to the local schools and to Central Office personnel.
 - b. Delegate to the Director of Business Operations and the Accounting Coordinator, responsibility for monitoring all facets of the Grant Management Program.
 - c. Provide appropriate in-service to school principals and Central Office personnel to ensure that there is a clear understanding of the procedures and responsibilities outlined in this Instruction, with specific attention being given to the premise that all requests must be directly linked to priorities established in the local School Improvement Plan and the District Strategic Plan.
2. School Principals will:
 - a. Review with their staff members, the Grant Management Program, and all procedures, responsibilities, and expectations outlined in this Instruction.
 - b. Review and sign off on all requests being forwarded to the Assistant Superintendent to ensure that local School Improvement Plan priorities have been specifically addressed.
3. Teachers and Central Office Staff will:
 - a. Become knowledgeable of the procedures, responsibilities, and expectations outlined in this Instruction prior to initiating a grant funding request on behalf of the school system.

E. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective upon approval of the School Committee. School administrators will ensure that faculty members are made aware of this program when school opens each year.

1st Reading: December 20, 2000

Adopted: January 17, 2001

Revised:

1st Reading: August 23, 2006

2nd Reading: September 20, 2006

Narragansett School System
Narragansett, Rhode Island