



3235.1: GIFTS, DONATIONS, AND GRANTS

I. Gifts and Donations

A. Gifts and donations that satisfy the criteria below may be accepted by building principals although the Superintendent (or designee) has the ultimate authority with respect to any gift or donation. To be acceptable by a building principal, a gift or donation must satisfy all of the following criteria:

1. Shall have a purpose consistent with those of the District;
2. Shall not bring undesirable or hidden costs to the District;
3. Shall not place restrictions on the school program;
4. Shall not deter the best instructional practice of students;
5. Shall not imply endorsement of any business or product;
6. Shall not be in conflict with any provision of the District rules or public law;
7. Shall not be intended for or to be used for a “special project” as defined in District Rule 3614.1 unless the special project has been previously approved by the Superintendent (or designee) as provided herein.

B. Building principals are prohibited from conducting or approving any fundraising activities to solicit gifts or donations for a “special project” unless the special project has been approved by the Superintendent (or designee).

C. Once accepted, any gift or donation shall become the property of the District. The Superintendent (or designee) shall have the right to cancel or terminate any gift or donation after acceptance if the Superintendent (or designee) determines that in his or her discretion, the gift or donation no longer serves the best interest of the District.

D. The acceptance of any gift or donation shall not be construed as an endorsement of any particular individual, business enterprise or commercial product by the District. The District may, but is not required to publicly recognize donors as part of an acceptance of any gift or donation.

II. Grants.

A. Approval for grant proposal/application submission must be obtained through the Grants Office at least eight weeks prior to the grant proposal/application deadline. If notification of a new grant opportunity is announced by the funding source allowing less than eight weeks, the administrator and/or teacher responsible for the proposed project or program may request a possible exception from the Grants Coordinator.

B. To obtain approval, the administrator and/or teacher responsible for the proposed project or program must first submit an Executive Summary to the Grants office on the Major Grant Submission Approval form. The Grants Coordinator will work with the administrator and/or teacher in charge of the proposed project as necessary on obtaining the appropriate signature(s).

C. If a grant proposal/application submission would provide funding for any “special project” as that term is defined in District Rule 3614.1, the special project must be pre-approved by the Superintendent (or designee) prior to submitting it to the Grants Office for review and approval.

D. After submission approval has been obtained, the administrator and/or teacher of the proposed project must establish a committee to develop a project or program plan consistent with all applicable District standards and develop a draft narrative and budget, which must be reviewed and approved by the Superintendent (or designee) if the submission involves a “special project.”

E. Grant funding shall be used by the school and/or the District only as specified in the proposal, funding award notification, and/or applicable state and federal law unless prior approval has been obtained in writing from the funding source.

F. The Superintendent (or designee) shall have the right to cancel or terminate any grant if the Superintendent (or designee) determines that in his or her discretion that the grant no longer serves the best interest of the District.

Date of Adoption

April 7, 1975

Date of Revision

May 21, 2007

October 7, 2013

Related Policies and Rules

[3150: Fundraising Activities by the School](#)

[3150.1: Fundraising Activities by the School](#)

[3235: Gifts, Donations, and Grants](#)

[3614: Construction Planning - Special Projects](#)

[3614.1: Construction Planning - Special Projects](#)

Legal Reference

RRS §79-801 Classifications; boundaries; name; body corporate; powers; elections